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ABSTRACT

This report, the Australian National Training Authority's (ANTA's) key reporting and accounting document, focuses on internal operations structured around the annual ANTA Plan and work priorities. A "Chairman's Comment" (Stuart Hornery) and "From the CEO's Desk" (Moira Scollay) precede an overview that provides a history of ANTA and information on its business, employees, budget, and locations. "Year Highlights" lists key events, outlines highlights, and looks at planned activities. A progress report on the current work plan includes ANTA's vision, mission statement, national objectives, and annual national priorities. It describes the tapestry approach that steers ANTA away from concentrating on activities and instead focuses on clients. It lists four themes--engaging industry, National Training Framework, national outcomes, lifelong learning pathways--and six enablers or key steps in business planning and management to support the themes. A progress report outlines the objective and outcome of each theme, planned outputs to be achieved, and progress toward achieving the goals. ANTA's client service charter and achievements are then described. Two sections provide information on lead agents and ANTA staff. The final section discusses financial management and accountability. Appendixes amounting to about one-third of the report include financial statements and an index. (YLB)

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Australian National Training Authority

ANNUAL REPORT ON OPERATIONS

1999 • 2000

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AUSTRALIAN NATIONAL TRAINING AUTHORITY

AUSTRALIAN
NATIONAL TRAINING
AUTHORITY

15 October, 2000

The Honourable Dr David Kemp, MP
Minister for Education, Training and Youth Affairs
Parliament House
CANBERRA ACT 2600

Dear Minister Kemp

I am pleased to present you with the *Annual Report on Operations* of the Australian National Training Authority (ANTA) for the financial year 1999-2000.

ANTA's *Report on Operations* satisfies the reporting requirements of Section 9 of the Commonwealth Authorities and Companies Act 1997 and has been prepared in accordance with Section 63 of the Public Service Act 1999. It includes financial statements and the Auditor General's report on the financial statements, prepared in accordance with orders of the Minister for Finance.

The enclosed report is ANTA's key reporting and accountability document. Its focus is on the Authority's internal operations, which are structured around the annual ANTA Plan and work priorities. It also includes information on ANTA stakeholders, corporate governance, organisational structure and major activities.

The Australian VET system *Annual National Report*, also produced at this time, constitutes the Commonwealth, States and Territories' collective report on vocational education and training activities and outcomes for the year 1999.

Yours sincerely

Stuart Hornery, AO
Chair
Australian National Training Authority

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Australian National
Training Authority

ANNUAL REPORT ON OPERATIONS

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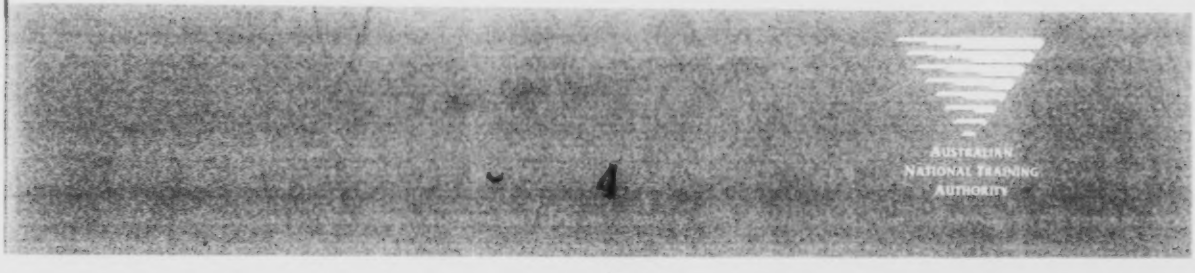

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This report covers the 1999-2000 financial year. 'The year' referred to in this report is the 1999-2000 financial year, unless otherwise stated.

The Australian National Training Authority also produces a calendar-year report on the performance of the national vocational education and training system (the Annual National Report, volumes 1-3), and this report should be read in conjunction with those volumes.

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chairman's comment

Stuart Hornery, AO

I am pleased and privileged to have chaired ANTA through another year of operations.

Australia is on the threshold of establishing a 'university' for industry. It is not a university in the traditional sense, but more a federation of organisations around Australia working together to equip individuals with relevant skills and careers.

It is a new way and we are only in its second year of implementation. The new way is predicated on individuals achieving certain competencies, which, once achieved, lead to a nationally-recognised qualification.

Probably the feature that appeals most to individuals and enterprises is the opportunity to achieve this outcome largely on the job. Our market research, interestingly enough, has told us that more than half the population warm to the idea of lifelong learning, so long as most of it doesn't involve being in a classroom. It is important that we harness their interest, not only by on-the-job skilling, but also by making the formal component of learning less intimidating, more relevant, and easier to access.

Technology will clearly be of assistance, but it is insufficient on its own.

Increasingly, employees have more than one job, often with an entirely different career on the horizon. Australia's new training system must be there for them, to help with their diverse needs.

Enterprises on the other hand, having defined the skills they want, can look forward with confidence to the day when all employees, no matter their age, are competent to help grow the business.

All the ingredients are in place to varying degrees. Training Packages, which incorporate required competencies, now cover most industries and soon, about 80% of our workforce. As an example of how this works, the tourism industry expects nearly 200,000 people to be doing competency based training over the next 12 months. With ANTA's leadership, vocational education and training is also now finding its way into schools, with some 140,000 year 11 and 12 students participating in 1999.

On another front, training organisations are making a major effort to meet the new requirements of them. Good progress was made during the year, and we can report that there are now over 4,500 organisations delivering relevant programs throughout the country. By relevant I mean to both individuals and employers, in respect of content, timing, and accreditation.

In 1999-2000, we turned our attention to understanding and addressing some serious issues of national consistency. ANTA's resolve to eliminate the irritations faced by clients and stakeholders (especially national companies) is strengthened by definitive commitments

made by the ANTA Board and ministers for vocational education and training.

Some organisations tell us that we have a long way to go. Others are delighted to report that they see good progress. We are heartened by the latter, but made more determined by the former.

Fortunately, employers increasingly see skilling as an investment in the future, not as an expense. There are many companies who can demonstrate that the return on skill investment is worth so much more than the 'bottom line'. ANTA celebrates these active learning ambassadors each year through the Australian Training Awards event.

My sincere thanks go to the ANTA staff for their energy, effort, commitment and imagination. ANTA's outputs, and the outcomes they achieve, are a credit to the whole ANTA team.

I am also supported and guided by my co-members on the ANTA Board, who at different times, and through their many talents, both challenge the path to take and smooth the way.

I look forward to continuing to be part of this small, unique and highly performing organisation, and helping to guide the way forward for another year.

Stuart Hornery, AO

from the ceo's desk

Moira Scollay

I am now in my second year at ANTA, (including my first full financial year), and I am proud to make a personal contribution to this report.

1999-2000 has been a challenging year for me, and indeed for all staff. ANTA's high standards - and our niche role in the vocational education and training system - mean that we put a lot of pressure on ourselves to perform.

Up to June 2000, we structured our work around four themes: the implementation of the National Training Framework, the provision of lifelong learning pathways for people, engaging industry and enterprises in the training system, and seeking national outcomes. This structuring has worked well for us, by increasing ways of working together and sharing knowledge.

In 1999-2000, my focus, quite deliberately, was to heighten the emphasis on the client. This started both conceptually (through a shared understanding of who our clients and stakeholders are) and on the ground (through market research). The knowledge about our clients that was uncovered by the market research is incredibly rich and detailed. It will guide us as we set business strategies tailored to different segments of the market.

There are strategic debates occurring in many forums that add complexity, and vitality, to ANTA's role. How do we balance nationally-consistent, high quality *standards* with the flexibility to *tailor* our products and services to the individual needs of our individual, enterprise and community clients? How can we balance the need for *formal* qualifications with many peoples' desire to learn in *informal* settings? How can we *integrate* our services across States and Territories and between sectors at a point *before* we interact with the client? By what benchmarks will we judge outstanding achievement? And should the bulk of our effort be with *enterprises*, or *individuals*? I see these debates as evidence of a community that is intensifying its effort to develop our education and training system, rather than as gaps in our collective knowledge.

Ministers have taken a strong stance on the absolute minimum that is expected of our national quality assurance and recognition systems. These are reasonable, achieveable and indeed imperative goals. We will, in the spirit of the ANTA Agreement, work cooperatively and collaboratively with colleagues in the States and Territories to deliver on those goals.

As a result, the 2000-2001 financial year promises much and will demand much, from this organisation and indeed from all stakeholders.

ANTA stands by its expectations of the VET system by setting an example through our own workplace learning and support practices. My personal goal for the next year is to achieve a better balance between work and home, and to critically assess work priorities so that all staff can do the same.

I want to thank the ANTA team for putting in incredibly hard work when it was needed, and for cheering each other on at each milestone. ANTA is a warm and creative place to work, with a wealth of people who really refuse to say 'it can't be done'.

High-quality national vocational education and training is incredibly important in supporting Australia's place in the knowledge age. Industry-relevant training of the highest quality is necessary. If we can keep that vision in mind, we are well on the way.

The task for the future is to build on the obvious strengths and achievements of the system and, through continuous review and improvement, to progressively isolate and address points of weakness. The ANTA Board and I are confident that in the future, the national vocational education and training system will move from strength to strength.

Moira Scollay

ANTA'S STORY

Prior to the 1970s

... funding and policy development for technical and vocational education and training were mainly managed by individual States and Territories.

In 1973

... the Kangan committee was established by the Commonwealth Government. Its report recommended increased federal assistance and involvement.

During the 1970s

... economic and labour market shifts made it clear that traditional school-to-work pathways no longer applied, and that new alternatives were required.

In 1984

... the Kirby report recognised the need for new training and work options, which led to the introduction of the Australian Traineeship System.

1990 to 1992

... the Deveson, Finn and Carmichael reports respectively considered the expansion of training systems, participation by young people, and consolidation of arrangements.

By October 1991, new approaches to Commonwealth/State relations and responsibilities for the vocational education and training sector were foreshadowed by the Commonwealth Government.

1992 - the first ANTA agreement

'The ANTA Agreement flowed from several years of investigation, reports and intensive negotiation. A consensus developed around the need for substantial reforms to VET and the need for the joint resources of the Commonwealth and State/Territory Governments to fund a greater effort. It was also recognised that skills training and retraining was a critical requirement to develop a skilled workforce to underpin a competitive and growing national economy. In short, all parties to the ANTA Agreement recognised the need for a unified national effort.'

(Report of the Review of the ANTA Agreement, p.27)

In December 1992, ANTA was established as a Commonwealth statutory authority by the Australian National Training Authority Act. ANTA commenced operations in 1993.

Today

... ANTA is in its eighth year of operations.

We are a federal statutory authority established by agreement of Commonwealth, State and Territory Governments. We work in partnership with our *stakeholders* (governments, training authorities, training providers and industry) and the ultimate *clients* of the system (enterprises, individuals and communities). The focus of this work is Australia's vocational education and training system.

At the time of writing, negotiations on the third ANTA Agreement had commenced.

WHAT WE DO

Our core business is to build one national system of vocational education and training, by:

- building a leadership role for industry in vocational education and training
- enhancing the framework for national recognition
- encouraging the development of a skilled Australian community
- increasing opportunities and employment outcomes for individuals
- defining national priorities and outcomes to guide directions in the delivery of vocational education and training
- encouraging the development of an effective and competitive training market
- encouraging a training and learning culture in Australian enterprises and throughout the Australian community
- improving efficiency in the provision of vocational education and training around Australia.

OUR PEOPLE

In 1999-2000, ANTA had 108 employees. During this time, 11 appointments were made and there were 10 resignations.

OUR BUDGET

The ANTA Agreement provides a framework for the allocation of over $3.6b in Commonwealth, State and Territory funds for vocational education and training. Approximately $918m is Commonwealth funds directly administered by ANTA under the VET Funding Act (calendar year 2000).

ANTA's operations are financed by an operating budget of $10.8m for the 1999-2000 financial year.

OUR LOCATIONS

ANTA has had an office in Brisbane since 1993 and is currently located at AMP Place, 10 Eagle Street. ANTA established a smaller office in Melbourne in 1995, and is currently located at Level 5, 321 Exhibition Street. The majority of ANTA's staff are located in Brisbane.

ANTA also has a virtual home on the worldwide web at www.anta.gov.au.

KEY EVENTS AT A GLANCE

July 1999
Training update seminar

September
NET*Working '99 conference

November
National ITAB forum
Industry forum breakfast
Training Update Seminar
Australian Training Awards
Ministerial Council meeting

December
Spotlight on the Provider

February 2000
National ITAB forum
Marketing consultations

March
ANTA research jamboree
International Women's Day workshop
Ministerial Council meeting
Marketing consultations

April
National ITAB forum

May
National industry skills forum

June
Ministerial Council meeting

1999-2000 HIGHLIGHTS

- ANTA hosted two *Training Update seminars*, one in Hobart on 15 July 1999 and one in Adelaide on 11 November 1999. This, the sixth update seminar, presented the latest on the national marketing strategy and showcased six successful enterprises investing in skills and learning.
- National industry training advisory body (ITAB) forums were held in November 1999, February and April 2000. ITAB officers, chairs and members of peak bodies joined discussions on strategic planning, Training Package evaluation, the National Training Framework, industry engagement and vocational education and training system marketing.
- ANTA hosted a total of 32 industry forums across Australia. These were held to inform enterprises, highlight the benefits of training, showcase partnerships and provide a forum for input into policy. Over 1650 people attended the forums.
- ANTA commenced work on a comprehensive marketing strategy and held consultations in all State and Territory capital cities as well as in Alice Springs. Around 21 workshops were held between February 14 and March 10.
- The *Spotlight on the Provider* conference was held between 30 November and 1 December 1999, to look at excellence in the provision of training. The conference aimed to increase the capacity of public and private registered training organisations to deliver consistently high-quality training solutions to industry, individuals and communities.
- Almost 1,000 people celebrated vocational education and training success stories at the *Australian Training Awards* in Adelaide on 11 November 1999. Awards were presented to outstanding young people and organisations that have excelled in their training efforts. The event featured an international video link to the WorkSkill Australia team, in Montreal for the 35th World Skills Competition.

OUTLOOK

From 9-12 July 2000, ANTA holds its main event for the year, the 2000 national conference *Skills and Learning in the New Millennium*.

As a result of the 30 June Ministerial Council meeting, the latter half of 2000 will be dominated by intensive work on national consistency and quality objectives. All staff will help to further these critical objectives.

ANTA's internal work priorities and staffing allocations will be adjusted to deal with this agenda.

In the lead up to the November 2000 ANTA Ministerial Council meeting, the bulk of our resources and efforts will be directed toward the Australian Recognition Framework, nationally consistent legislation, Training Packages, training wage arrangements, incentives, revising the Training Agreement, user choice and group training operations.

We will also work to produce a national code of good practice in New Apprenticeships. Committee structures will be rationalised to better serve our immediate priorities.

We will continue to work with these committees on:

- legislation
- national consistency
- national training quality.

The principles of business process re-engineering will guide our efforts to streamline both our own, and the vocational education and training system's, operations.

By 2001, we expect that the intensive work on national consistency and quality will have had a significant and *observable* effect.

We can then heighten the focus on the system's enterprises and individual clients, confident that the training environment can meet their needs better than ever before.

Images from the *Spotlight on the Provider* conference in November 1999 (*clockwise*: Robyn Francis and Laurie Whitbourne from Australian Training Products; ANTA contractor Louise Wignall and client; ANTA Board member Stella Axarlis (*right*) shares a joke with Susan Young and delegate); *Learnscope* staff and visitors.

THE ANNUAL ANTA WORK PLAN

The ANTA Agreement 1998-2000 requires ANTA to develop an annual work plan, just as the States and Territories are responsible for annual vocational education and training plans.

The ANTA plan details our deliverables, against external priorities and internal objectives.

Though originally a financial year document, the 1999-2000 ANTA work plan covers 18 months to bring it in line with the calendar-year annual national priorities process. The next ANTA plan will be for January-December 2001.

The plan also ties in with the Commonwealth's new accrual-outcome and output-budgeting regime.

The following information is a progress report on the current ANTA plan. This is ANTA's report on its performance during the year, as specified by the Commonwealth annual report requirements.

OUR REPORTING FRAMEWORK

The vision

The overall direction of the national vocational education and training system is set by *A Bridge to the Future: Australia's National Strategy for Vocational Education and Training 1998-2003*, which was endorsed by the ANTA Ministerial Council in 1998. The national strategy expresses the commitment by Governments, in partnership with industry, to a national vocational education and training system.

The national strategy identified the system's overarching challenge as creating the world's most innovative and best regarded vocational education and training system. Our vision is for a nation in which:

- Australian citizens place a high value on vocational education and training
- industry plays a leadership role in vocational education and training
- employers make substantial investments in ensuring a skilled workforce
- workers are continually driven to update and acquire new vocational skills
- Governments are committed to improving access to post-secondary education
- providers are responsive to the changing needs of all clients - enterprises and individuals
- schools establish partnerships with parents, industry and vocational education and training institutions
- students are provided with accurate and balanced career and course information
- communities are aware of, and can respond to, the nature and benefits of vocational education and training

Mission statement

The ANTA Ministerial Council established a mission for the national vocational education and training system:

'To ensure that the skills of the Australian labour force are sufficient to support internationally competitive commerce and industry and to provide individuals with opportunities to optimise their potential.'

National objectives 1998-2003

Five objectives derive from the mission statement. They are:

- equipping Australians for the world of work
- enhancing mobility in the labour market
- achieving equitable outcomes in vocational education and training
- increasing investment in training
- maximising the value of public vocational education and training expenditure.

The objectives acknowledge the major economic, industrial and social changes occurring in Australia, and the implications of these changes for vocational education and training policy and processes.

Annual national priorities

The annual national priorities are approved by the ANTA Ministerial Council each year. The annual national priorities are a one-year plan for the system, including the major initiatives.

ANTA's planning and work from July 1999 to December 2000 is directly based on the national strategy and the annual national priorities.

This report addresses the period July 1999 to June 2000, thus covering two sets of annual national priorities.

For 1999, the annual national priorities were:

- implementing New Apprenticeships
- achieving diversity and flexibility to meet clients' needs
- improving language, literacy and numeracy skills
- implementing the National Training Framework
- increasing industry investment in training
- providing greater opportunities and improved outcomes for underrepresented clients
- achieving greater efficiency.

The annual national priorities for 2000 are:

- consolidation of national training arrangements
- achieving diversity and flexibility to meet the needs of all
- value for money
- changing attitudes to training.

THE TAPESTRY APPROACH

In 1999, the ANTA Board approved an 18 month plan for the Authority. This plan introduced a new way of working within ANTA, now commonly known as the 'tapestry'.

The tapestry steers ANTA away from concentrating on our activities and instead focuses on our clients. It highlights the themes of our work and those major outcomes and outputs to be produced over the life of the plan.

Themes

Under the plan, the Authority has focussed its work along four themes:

- Engaging industry
- National Training Framework
- National outcomes
- Lifelong learning pathways

Enablers

'Enablers' represent the key steps in business planning and management to support the themes. Enablers support the business of ANTA as a whole by building capacity and coordinating cross-ANTA processes. The enablers for 1999 and 2000 were:

Marketing: to provide advice on the application of strategic marketing approaches to the development of vocational education and training system policy, particularly in terms of client-focused market research techniques and guidelines for strategy development.

Communication: to support effective organisational communications with strategic advice, coordination of media services, assistance with web-based communication tools and negotiation and provision of contracted services.

Blue sky: to engage in horizon thinking, so as to develop a capacity to generate ideas which challenge existing views and assumptions and which are future-oriented.

Research: to promote the development of a strategically-relevant and comprehensive knowledge base for policy and practice within ANTA and the system as a whole.

Design and implementation: to use social marketing research principles and testing processes to inform the design of products and services that meet client needs.

Evaluation: to continuously improve the extent to which ANTA satisfies its clients' needs, by promoting the use of evaluation as a tool, providing expert advice on the design and conduct of evaluations, and developing generic tools.

Corporate management: to facilitate and underpin the effective performance of the authority, by providing consultancy and advisory services to internal ANTA clients, and by developing and managing systems which support our work.

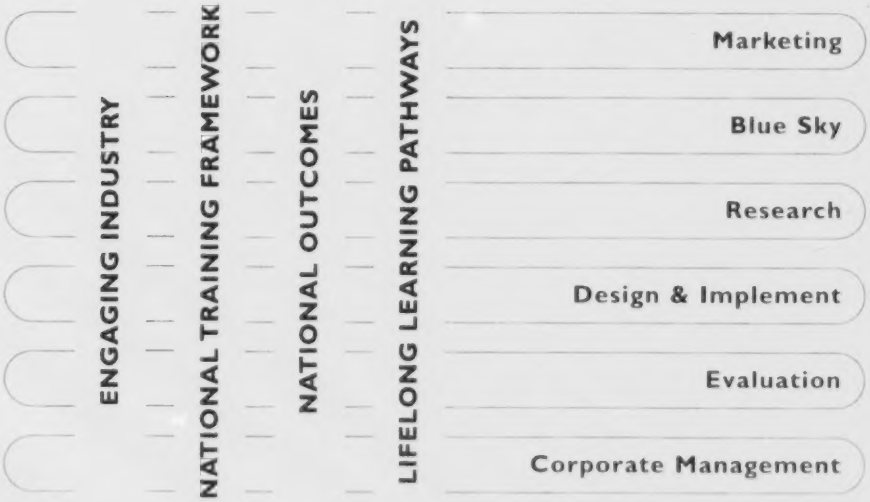
Implementing the tapestry

In December, the Authority's two-day staff seminar culminated in the establishment of the Tapestry Taskforce, to explore and report on working arrangements that would best enable ANTA to deliver the outcomes of the four themes.

The taskforce reported in January and since that time, staff have been working to implement its recommendations, including conducting theme and enabler meetings to explore links and synergies among the Authority's activities.

Other working parties were established, to implement the tapestry way of working. They include a working group that reviewed the Authority's planning and work management processes and systems, and proposed a revised approach for planning and reporting activities in the plan.

The following diagram represents the tapestry of four work themes and six enablers:



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PROGRESS REPORT TO JUNE 2000

The progress report outlines the objective of each theme, the outcome of each theme, the planned outputs to be achieved, and the progress that the Authority has made towards attaining these goals at the end of June 2000.

Work theme: engaging industry

The objective of engaging industry is to increase enterprise awareness of and participation in the development and management of a highly skilled workforce, supported through lifelong learning.

This outcome supports the aim of equipping Australians for the world of work and increasing investment in training. It supports the leadership role of industry in the vocational education and training sector and the valuing of training as an investment and not just an expense. It encourages employers to value the outcomes of training within the National Training Framework and therefore, invest in a skilled workforce within a context of overall business planning.

OUTPUTS

1. A skilled workforce and its business value promoted

Planned Outputs:

- Information and messages to industry to promote skills, with an emphasis on the return on investment for industry from a high level of workforce skills;
- Development of specific products by ANTA and other key stakeholders to reach intermediary organisations and enterprises;
- Establishment of performance benchmarks for workforce skill levels to assist enterprises;
- Support for industry bodies that interact with enterprises through a range of networks and meetings;
- 'Good news stories' on improving company performance through managing skills and training to reach enterprises through a variety of media.

Achievements:

Case studies of training implementation have been collected from 152 companies across 32 industries, which have been used by ANTA and industry bodies to develop 'message' based case studies for each industry. The case studies have been market tested as part of the market research for the National Marketing Strategy, and will be part of the implementation of the marketing plan which targets the employer segment identified as *Here and Now*. These *Here and Now* employers are focused on keeping ahead of the competition. Dealing with new technologies and high turnover, they value on the job training. They don't have much interest in learning that is not directly productive in the workplace and are characterised by an over representation of large established businesses.

As part of ANTA's Blue Sky work, the wide range of research covering return on investment to enterprises which engage in training was analysed, and

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the lessons and messages drawn out for use in product development. The proposed structure of products and services for measuring return on investment has been market tested, and a project is underway to develop an interactive CD-ROM and Internet to assist companies in calculating return on investment from training.

ANTA was involved in supporting the industry skill shortage groups operating in the automotive, engineering and electrotechnology industries established by the Federal Minister for Education, Training and Youth Affairs, Dr Kemp, with this work being extended into the building and construction, rural and food trades industries. The reports and subsequent Industry Skills Action Plans are being used in targeting activities that specifically aim to increase current workforce skill levels. Skill shortage issues have been given a higher profile in public displays and materials.

In the second half of 1999, 1,184 people attended 21 industry forums in Queensland, New South Wales, ACT, Victoria, South Australia and Tasmania. Peak industry associations and State and Territory training authorities hosted the forums, which ANTA Board members and ANTA senior management attended.

Feedback from forum attendees has been very positive, with frequent requests for follow-up forums to look at what action has resulted from issues raised. The ACT Training Authority, together with the ACT Chamber of Commerce and Industry, organised one such follow-up forum in December 1999, that looked at marketing New Apprenticeships.

Other networking activity between enterprises, and intermediaries who work with enterprises, is continuing to be supported at the industry level. For example, the Victorian Employers' Chamber of Commerce and Industry conducted a number of pilot projects in regional areas and with industries, to establish self-help networks for enterprises.

2. A customer focus in all systems and products delivered

Planned outputs

- A customer focus to enable industry and enterprise customers of training and skills development to provide feedback to the system.
- Identify and address impediments to a learning culture in industry.
- Build upon the outcomes of the national marketing strategy.
- Increase the opportunity for recognised learning, by improving the nature of training products and the type of learning pathways available.
- Promote and support partnerships to increase the effective delivery of value-adding skills, with links made between enterprises, training providers and other stakeholder partners.

Achievements

Concepts and products were market tested with small groups of people from industry. Discussions were held with opinion leaders in the vocational education and training system to test their views on our current approaches. These activities will continue, with further market testing of how the

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system operates, and of our success in achieving an integrated national vocational education and training system. Consultations are also providing a wider source of feedback, including advice on research activities.

Recent additional funding of $1m for the Framing the Future Project will enable an extra 94 TAFE-focussed projects, to help TAFE providers work with their enterprise clients to implement the National Training Framework.

3. Improved business processes and improved management within the education and training system

Planned outputs

- Focus on good practice criteria and increase the support and brokerage services reaching enterprises.
- Stakeholders will take greater responsibility for driving changes and supporting action to achieve skills for enterprises and individuals that add real value.
- Communication will be enhanced and links strengthened with peak industry stakeholders.

Achievements

A series of forums were held with industry training advisory bodies and other recognised bodies, now part of an enlarged group that includes other peak industry associations, Group Training Australia and the New Apprenticeship Centre Information Service. The forums looked at the system's future directions, and how they affect the roles of the intermediary bodies.

A review of industry training advisory bodies was completed, and a review of recognised bodies was in the final stages as at June 2000. As a result of the reviews, some industry training advisory bodies were given 'restricted declaration periods' to improve their performance. The reports of the reviews will be analysed to determine improvements required.

A new agreement was reached about funding of State and Territory industry advisory arrangements. The agreement included a clearer expression of outcomes expected.

Contractual arrangements for industry advisory activity were revised, to better emphasise strategic work and more closely align work with system priorities. In particular, there was greater emphasis on engaging industry, continuing implementation of Training Packages, building closer links with State and Territory networks, and documenting best practice. Better communication mechanisms with, and between, organisations in the industry advisory network are being put in place.

In conjunction with State and Territory training authorities, forums were held for the Information Technology and Electrotechnology industries, to look at future directions for the system and to bring a wide variety of people together to look at industry skill issues. More such fora are planned in the future.

Work theme: National Training Framework

This theme is to develop the National Training Framework, using industry requirements, to enable individuals, through a range of flexible pathways, to achieve nationally-recognised vocational education and training outcomes.

This theme aims to increase the relevance, quality and quantity of training in the vocational education and training system. It supports the objectives of the national strategy, to equip Australians for the world of work and to enhance mobility in the labour market.

OUTPUTS

1. Development and application of the National Training Framework implementation strategy

Planned outputs

- Strong focus on the implementation of New Apprenticeships and user choice.
- Constant engagement with major stakeholders, as well as the development of new ideas and strategies to improve engagement processes.

Achievements

An ANTA / Department of Education, Training and Youth Affairs project to accelerate the implementation of Training Packages through bilateral discussions with State and Territory training authorities continued. Reports on the implementation of up to 31 Training Packages in 1999 were submitted by States and Territories. Discussions about implementation of the next 15 Training Packages endorsed as at October 1999 were continuing.

Support materials were finalised for at least 36 Training Packages, with 1,020 products evaluated as meeting National Training Framework Committee criteria for recording on the National Training Information Service.

In addition to the $10.5 million of Department of Education, Training and Youth Affairs funds used to complement existing resource development for industry specific and generic purposes, another $3 million will be targeted to fill gaps in employment growth, skill shortages or national industry priority areas to support Training Package implementation via a variety of pathways, including New Apprenticeships.

2. An integrated research program to support the National Training Framework

Planned outputs

- Develop relevant measures of training outcomes in the National Training Framework.
- Gain a better understanding of developments in the global industry environment, especially in relation to how communication technologies will affect what people need to know, and be able to do, in the workplace.
- Manage several external research projects investigating various aspects of New Apprenticeship policy and practices.

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- Commission a process evaluation of the user choice policy (a national report on which is to be produced in late 1999).

Achievements

Research is one of the six enablers in the ANTA work plan. Research by the Research Centre for Vocational Education and Training, by the Centre for Economics of Education and Training, and through projects contracted through the National Research Evaluation Committee covered issues including assessment practices, New Apprenticeships, national policy frameworks, vocational education and training practitioners, quality in vocational education and training, user choice training practices, changing skill and training requirements, Training Packages, and vocational education and training in schools.

The ANTA Adult Literacy National Project funded the Adult Literacy and Numeracy Australian Research Consortium to research the incorporation of language, literacy and numeracy in Training Packages. A plan to disseminate the results of this research to stakeholders was developed, and will be implemented early in the next year.

The ANTA *Research Jamboree* in March 2000 was a showcase of vocational education and training research (*left*: Professor John Williamson with ANTA staff member Rebecca Ryan-da Cunha; *below*: Researcher Kaye Schofield (right) takes a break with Jill Hutson from ANTA)

Research was also conducted into the useability of Training Packages by small business, the impact of the National Training Framework on the export training market and on private fee-for-service training colleges, and on the impact of the Framing the Future Project on vocational education and training practitioners.

A national project was completed to collect data about, and monitor the costs of, implementing Training Packages. An analysis of the findings was in progress as at June 2000.

Data that measures the number of successfully-completed units of competency in Training Packages was collected from January 1999 and will be reported for the first time in Volume 3 of the *1999 Annual National Report*.

In 1999, ANTA commissioned a project to investigate the impact of e-commerce on the National Training Framework. The project published a report titled *'E-competent Australia: A report on the impact of e-commerce on the National Training Framework'*. The project findings have immediate implications for the National Training Framework and ANTA responded by funding the development of e-commerce Training Package products, to be completed in 2000.

3. Implementation of continuous improvement of National Training Framework policy

Planned outputs

- Continue the development of Training Packages, as well as emphasise continuous improvement of the packages as an integral element of their implementation.
- Stronger definition and dissemination of best practice approaches to the development and review of packages, as well as a systematic process of engagement with State and Territory training authorities.
- Increased focus on quality issues such as the appropriate and adequate incorporation of workplace communication, soft skills and the definition of underpinning knowledge and skills.

Achievements

To better meet stakeholder needs, ANTA developed two products: *Policy for Training Packages*, and *Process for Training Package Development*. In addition, sections of the *Training Package Development Handbook* were progressively released on the ANTA website, with the complete document to be available in print by the end of 2000. Completed sections of the Training Package Development Handbook dealt with incorporating language and literacy, dealing effectively with occupational health and safety, and packaging for qualifications.

Advice to Training Package developers about the identification of the key employment-related competencies in Training Packages was completed in May 2000.

As part of Blue Sky activity, ANTA considered how well Training Packages are placed to meet emerging needs. Preliminary examinations suggest that some of the faults ascribed to Training Packages are more about the need to manage systemic change, the administration of vocational

education and training, and the perceived threat to the professionalism of practitioners. This work is continuing.

Following preliminary work by ANTA on generic competencies, ANTA worked with peak industry bodies and other education sectors to develop new approaches to key competencies and employability skills.

The National Training Framework Committee continued to oversee the implementation of the framework. It initiated three strategic evaluations (see below) and annual monitoring of Australian Recognition Framework implementation.

4. Evaluation and review of Training Packages

Planned outputs

- Regular review of all Training Packages.
- Specific evaluations, such as examination of any variations in the completion requirements of specified certificate levels between Training Packages.
- Step up the collection of data concerning the implementation of the Australian Recognition Framework that was begun in 1998-99.

Achievements

By the end of the year, 54 Training Packages had been endorsed and agreed by ministers for vocational education and training, including four enterprise packages. A further seven were being evaluated.

Reviews of the first 17 endorsed packages commenced during the year. Nine packages were scoped, required changes were identified, and the packages were being redeveloped. The ANTA CEOs Committee agreed to the enhanced review process, and to the role of States and Territories in providing input to reviews and quality criteria. The review process addresses the capacity of Training Packages to meet the needs of a full range of clients.

In November 1999, the National Training Framework Committee agreed to three national strategic evaluations of the National Training Framework. The evaluations were into:

- variations in requirements to complete certificates III and IV across Training Packages
- consistency in competency based assessment
- underpinning knowledge and skills in Training Packages.

The first two of these evaluations commenced were completed. The evaluation reports and their recommendations will be considered by the newly-formed National Training Quality Council, and findings used in work on national consistency in the vocational education and training system.

The evaluation of underpinning knowledge and skills commenced in April, and the final report will be presented to the Council in late 2000.

In order to streamline the implementation of packages, the Victorian Office of Post Compulsory Education, Training and Employment was contracted to produce implementation guides for all endorsed Training Packages within one month of their publication by Australian Training Products. Guides

will be provided to all States and Territories to inform local work on implementation issues such as funding, sourcing of existing resource materials and courses superseded by the package qualifications.

During the year, ANTA continued to coordinate and manage the collection of State and Territory qualitative and quantitative data on the Australian Recognition Framework. States and Territories also worked together to analyse risk, and develop a risk management strategy. The strategy identified potential risk factors in the national system, including a number of aspects of the Australian Recognition Framework.

5. ANTA staff development program implemented to ensure quality criteria are applied concerning Training Packages and the Australian Recognition Framework

Planned outputs

- Appropriately targeted on- and off-the-job professional development to enable more effective handling of quality issues in the National Training Framework as well as maintaining, refining and building staff commitment to performance.

Achievements

ANTA conducted professional development workshops and theme meetings for its staff, to help improve the quality of Training Packages. Regular technical updates on best practice in package development were provided through printed materials and on the ANTA website.

ANTA also developed seminar resources for Training Package users. The resources were released in March and seminars run successfully by several consultants. Seminars (which will run for national and state industry bodies) cover the rationale for Training Packages and how to use them for assessment, training program development and enterprise staff development.

Work theme: National outcomes

This theme is about developing the national system so that it provides the job and life skills wanted by its student and employer clients, and delivers value for the public dollars invested in the system.

ANTA is responsible for the overall development of the national vocational education and training system, through implementation of the planning, accountability and business arrangements set out in the ANTA Agreement for 1998-2000. These arrangements include the adoption of the national strategy and annual national priorities against which plans are developed and performance reported.

OUTPUTS

1. An evaluation of the performance of the system in 1999, prepared in three volumes and called the *1999 Annual National Report*

Planned outputs

- Volume 1 will provide a critical assessment of the achievements and remaining challenges against the overall objectives and annual priorities for the national vocational education and training system.

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- Volume 2 will include a report from each State and Territory and the Commonwealth on outcomes in relation to the 1999 annual national priorities from their perspective
- Volume 3 will present information and agreed national data generated against each of the eight national key performance measures, to determine the extent to which the system is meeting the needs of its individual and employer clients and investing in value-for-money skills pool outcomes for the nation as a whole.

Achievements

Each year, ANTA coordinates the preparation of the annual national report on the vocational education and training system. In order to make this year's report a balanced, critical and interesting story of system activities, and in response to suggestions by the ANTA Board, CEOs Committee and stakeholders, the *1999 Annual National Report* aims to:

- be more relevant to industry and the community
- be less bureaucratic
- provide a balanced picture of achievements and problem areas
- have enhanced relevance for a wider audience
- be of greater interest and more readable.

The *1999 Annual National Report* comprises three volumes, in two publications. Volumes 1 and 2 have been combined into a single publication as a cost-efficiency, and to avoid duplication (such as examples of State and Territory achievements).

Volume 1 comprises an overview of the national vocational education and training system, its aims, priorities, achievements and challenges. The national overview describes outcomes for the whole vocational education and training system in the context of the annual national priorities, outlining examples of initiatives where possible.

Volume 2 comprises chapters prepared by the Commonwealth and each State and Territory reporting on their outcomes related to the 1999 annual national priorities.

Volume 3 assesses the performance of the system, and reports data and progress in relation to each of the national key performance measures.

The report in its entirety is to be tabled in Federal Parliament in October.

2. A report containing advice on vocational education and training directions and resource allocations for 2000

Planned outputs

- Present the Authority's analysis of State and Territory year 2000 vocational education and training plans and growth through efficiency plans to the ANTA Ministerial Council in November 1999.
- Identify major outcomes for achievement in 2000 against the agreed annual national priorities, and make recommendations on funding allocations for 2000.
- At least one new national project for new learning information technology and telecommunications, as recommended in the review of the Infrastructure Program completed in June 1999.

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Achievements

The ANTA arrangements are a union of Commonwealth, State and Territory interests, in an industry-led system. In such an environment, priority-setting mechanisms are a valuable planning and accountability tool.

Each year, ANTA convenes a VET Planning Working Group, comprising nominees of Commonwealth, State and Territory training authorities, and ANTA. The working group develops draft annual national priorities and key result areas for consideration by the ANTA CEOs Committee, ANTA Board and the ANTA Ministerial Council.

State and Territory training authorities are then advised of their planning obligations as part of the national system. In 1999, they included a requirement to update their 2000 plans for growth derived from efficiencies, and to provide an initial estimate of their expected levels of expenditure and training activity in 2001.

A new national project for new technologies was established in 2000, and is covered in the next point.

3. A national framework for collaborative action in flexible learning which, through an agreed Strategy 2000 Plan, achieves national outcomes in flexible learning for vocational education and training

Planned outputs

- The national strategy identifies that more flexible approaches to teaching and learning, particularly the use of technology to assist learning, will support the objective of equipping Australians for the world of work.

Achievements

In August 1999, the ANTA CEOs Committee endorsed the Framework for National Collaboration in Flexible Learning in Vocational Education and Training 2000 - 2004.

The framework aims to both accelerate the take-up of flexible learning methods, and make the system a world leader in applying new technologies to vocational education products and services.

During the year, a new national project was established to fund activities in support of the framework. The project results from the recommendation of the review of the Infrastructure Program, that a specific allocation be made from the Infrastructure Program to maximise investment in new technologies.

The framework is supported by an annual implementation plan. The plan for 2000 - *Strategy 2000* - includes 26 projects under each of the five goals of the framework. The strategy aims to improve people's skills and access to on-line services, assist the vocational education and training system maintain and expand its share of the training market in Australia and internationally, and promote policy and regulation for the delivery of flexible learning. A total of $20m has been allocated to *Strategy 2000*.

The 26 projects are managed by State and Territories' training authorities, and by ANTA. ANTA and the Education Network Australia (EdNA) Vocational Education and Training Advisory Group secretariat take responsibility for working with all project managers to ensure the desired outcomes are achieved, and to develop the links and synergies between the projects. ANTA is also working to

- ensure that Strategy 2000 is informed by ANTA's market research findings and by National Training Framework developments, and that research in flexible learning is integrated with ANTA's broader research activities. All projects will be evaluated individually and collectively to inform the development of *Strategy 2001*.

4. Program design and implementation plans to support the Indigenous and disability national strategies for vocational education and training, and the development of an asset management strategy

Planned outputs

- Seek more direct client advice, and develop broad strategies for Indigenous people and people with a disability
- Develop a broad asset management policy as recommended in the review of the Infrastructure Program.

Achievements

In 1999, the ANTA Disability Forum and the Aboriginal and Torres Strait Islander People's Training Advisory Council developed national strategies to improve opportunities and outcomes in vocational education and training for people with a disability, and for Indigenous people.

In June, the ANTA Board established implementation taskforces for each strategy. The taskforces are chaired by ANTA Board members, and comprise representatives from industry, governments, other stakeholders and members of the forum and the council.

Consultants were engaged to help the taskforces develop implementation plans for each strategy. Extensive consultations with various government agencies, peak bodies and the relevant communities were undertaken to ensure that the plans, termed 'blueprints for implementation', were viable and well-supported.

The *Blueprint for Indigenous Peoples* and the *Blueprint for People with a Disability* were agreed by the ANTA Ministerial Council in June and launched by the Commonwealth Minister for Education, Training and Youth Affairs, Dr Kemp, in July 2000. They will form the basis for national, State and Territory action.

The Infrastructure Working Group was formed in late 1999 to address the outcomes of the review of the Infrastructure Program, which called for a new accountability framework for system infrastructure (including strategic infrastructure management).

The group, comprising representatives from all States and Territories, the Commonwealth and ANTA, commissioned a report on a proposed new accountability framework. The report will cover strategic infrastructure management processes, performance indicators and benchmarks for vocational education and training infrastructure. The report is due in August 2000.

5. 'Horizons thinking' research on what will follow the current ANTA Agreement of 1998–2000

Planned outputs

- Provide information on future growth requirements, based on demographic growth requirements and major changes in factors affecting demand

- Undertake 'horizons thinking' on possible future business arrangements for vocational education and training beyond 2000.

Achievements

Research leading to, and a resultant draft paper on, future demand was discussed by the National Resourcing Working Group and the ANTA Board in the first half of 2000. This work will help the Commonwealth and the States and Territories in their consultations and negotiations on future planning and accountability arrangements for the next ANTA Agreement.

Work theme: Lifelong learning pathways

This theme aims to help people move seamlessly through a lifetime of learning, so that they are able to participate fully in the emerging knowledge-based economy and society.

The national vocational education and training system is committed to enabling people to build the knowledge, skills and attitudes they need for work and life, and that lead to nationally-recognised qualifications. The system aims to ensure that people can pursue their desire to learn – whether it be through school, vocational education and training, adult education, university or informal methods – at any stage in their life.

OUTPUTS

1. A national marketing strategy that combines intensive market research with agreed strategies to meet identified customer needs for skills and lifelong learning products and services

Planned outputs

- Adopt a marketing approach to change attitudes and values towards skills and lifelong learning.
- Identify Australian community and enterprise attitudes and values, assess the major barriers and incentives to learning across various market segments, and develop strategies to better meet customer needs which can be implemented nationally and in each jurisdiction.

Achievements

A national marketing strategy for vocational education and training was developed by ANTA during the year. It provides Governments, industry and stakeholders with a rich source of information about employers' and individuals' attitudes to skills and lifelong learning, and the strategies required to target particular segments.

An extensive program of qualitative and quantitative research was conducted with over 3,800 individuals, 250 employers, 250 training providers, and 500 system stakeholders, to inform the development of the national marketing strategy. Major outputs from the project were:

- The *National Marketing Strategy for VET: Meeting Client Needs* report to the ANTA Ministerial Council, which presented detailed marketing plans for three employer segments and one general community segment, outlined strategies and initiatives for each segment, and proposed a series of overarching national initiatives for the system.

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- Detailed communications strategies, creative concepts and key messages for the *Here and Now* employer segment, and the *Might give it away* general community segment. The latter segment was described as being on the verge of dropping out of learning, probably for a long time. They are 'young pessimists', who want proven products that lead to jobs or work benefits and that also attract government support. They are very negative about learning, and need regular positive reinforcement to keep doing it.
- A report on the outcomes of consultations with over 500 stakeholders nationally on the market research findings, and draft strategy options for the 11 market segments and overarching initiatives.
- A final market segmentation report that provided a comprehensive profile for the employer and general community segments, detailing their learning attitudes, habits, world view, demographic profile, motivators and barriers to learning. For the community segments, information about individuals' media, lifestyle and technology preferences was drawn together to flesh out the demographic information.
- Three national quantitative research reports for the general community (plus individual reports for each State and Territory), employers and training providers. These reports examined, among other things, learning attitudes and perceptions, learning behaviours, motivators and barriers to learning.
- A literature review which examined Australian and international literature on the emerging debate about the importance of skills acquisition and lifelong learning to individuals, enterprises, communities and the nation.

2. A communications strategy, informed by the national marketing strategy research, which uses a range of communication methods and tools to provide a national information and promotional focus for vocational education and training

Planned outputs

- Dissemination of information about vocational education and training policy and activities, and promotion of the system through events and activities such as the Australian Training Awards, and the Training Update Seminar in November 1999.
- Further development and enhancement of communication products and services (including delivery of on-line information) to meet the needs of market segments identified by the national marketing strategy.

Achievements

A number of communications activities were undertaken, some capitalising on the findings of the national marketing strategy's market research. One was the development and dissemination of a revised *Take Off!* multi-media kit. This resource promotes the value of vocational education and training to young people and their influencers, particularly those from the 'might give it away' community segment.

Several major national events were conducted, including a training update seminar (which showcased a number of 'high valuer' employers, and their approach to training), the Australian Training Awards, the *Spotlight on the Provider* conference and a range of industry forums. More information about these events is provided elsewhere in this report.

The Authority continued to use its free flagship publications, the fortnightly newsletter *Fast Facts* and a quarterly journal *Australian Training*, to share information about best practice, new policy directions and significant events with a readership of over 24,000 people. People can now subscribe to these services via the Authority's website. We also contributed advertising, news and debate to mainstream, education-specific (for example, *Campus Review*) and trade media.

The ANTA website provided instant access to a wide range of vocational education and training information, and an important feedback mechanism. The ease and efficiency of online access is no longer just a desirable method of networking: it is an indispensible and expected one.

Our aim is to provide and maintain a high level of accurate, up-to-date information on the site, which is updated weekly or more often as events require.

The website provides details about publications, events, the *ABC of VET* series and other vocational education and training topics and resources (such as Training Packages, toolboxes, the *Take Off!* resources, lifelong learning and flexible learning fellowships).

The ANTA stand is a focal point for communication with clients and stakeholders (*above*: ANTA staff members Kathryn Austin and Stephen Quirk take their turn at the *Australian Human Resources Institute conference* in 1999. *below*: Helen Kennedy and Sonya Herzog inform delegates at the ANTA *Training Update Seminar* in November 1999)

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3. A promotional strategy, which draws on all activities of the Authority to identify and promote instances of innovation, excellence and best practice

Planned outputs

- Identify, collect and tell stories that express values and beliefs that celebrate achievements and inspire a stronger valuing of learning in a changing world, through speaking engagements, publications and media articles as well as through the key events of the communications strategy.

Achievements

The promotional strategy is threaded through all the ANTA themes, which form the basis of the 1999-2000 ANTA work plan. Stories considered audience needs, the best motivators for them, and the best mechanisms for publishing and distribution. Case studies were developed for school students and training providers, and enterprise case studies were developed through the engaging industry theme.

Stories are published in trade magazines, *Australian Training*, the mainstream press, other print media and through a range of electronic publishing formats. Articles have also covered outstanding individuals and enterprises, such as Australian Training Awards finalists and winners.

4. A report on pathways which exist after the compulsory education years, that reflect horizon thinking in terms of policy initiatives and directions which support seamless transitions

Planned outputs

- Undertake research and analyse reports from the system as part of the policy debate, and challenge existing views and assumptions
- Undertake horizon thinking about an integrated approach to transition issues, which encompass post-compulsory education, vocational education, adult and community education and informal pathways.

Achievements

The Authority completed a status report about Australia's progress in the area of transitions from initial education to working life, which was published in March. The report represents the first step in a major examination of young people's transitions from education to training and work. It identifies significant achievements to date, describes the major challenges ahead, and suggests policies and structural changes to improve the transition for young people from initial education to working life.

The Authority, as part of its Blue Sky activity, started work on some of the important issues raised in the report. This is expected to be a significant component of Blue Sky work in 2000-2001.

5. Applied research addressing the question of which education and training pathways and arrangements best facilitate individual and community economic and social development

Planned outputs

- Continue to support external research into vocational learning, and how it might be done in a range of ways, addressing also what are being termed 'soft skills'.

- An external research program which includes partnership arrangements with researchers working on education and training pathways that lead to sustainable employment outcomes for young people, with researchers investigating the contribution of vocational education and training to the economic and social sustainability of regional communities.
- Externally-managed research will continue on adult and community education activities.

Achievements

All of the Authority's major external research program contracts expired on 31 December 1999. New arrangements were put in place, based on the outcomes of a review of the program.

The Authority completed a two-tier open-tender process for the period 2000 to 2002 for the Key VET Research Centres National Project. There were four successful tenderers that will be funded as key research centres, or ANTA research partners.

Contracts were also signed with organisations to provide specialist education research. They include The Research Centre of Vocational Education and Training, The Centre for the Economics of Education and Training, The National Research Centre on Vocational Education and Training for Young People, and The Centre for Research and Learning in Regional Australia.

Additionally, the National VET Research and Evaluation Program (which is managed by The National Centre for Vocational Education Research) was renewed for a further three years. After extensive consultations with all stakeholders, ANTA and the centre agreed on research priorities for 2000, including 'soft skills'. The centre has identified as themes for the year's projects:

- the VET provider
- new skills for the workforce
- flexible learning and teaching
- outcomes of vocational education and training
- vocational education and training in schools

There is also an open category for researchers to put forward innovative ideas for research. Major issues such as equity and social inclusion, lifelong learning and Training Packages are key aspects of each theme, and have not been listed separately.

The centre also continued to disseminate the results of previous years' research projects.

The Authority has worked with the Ministerial Council on Education, Employment, Training and Youth Affairs Adult Community Education Taskforce and commissioned the centre to undertake three projects on adult and community education issues. These projects are due to be completed by the end of 2000.

6. New learning products and services developed to assist individuals to access lifelong learning at times and in modes which meet their needs

Planned outputs

- Under the *Strategy 2000* plan for flexible learning, and under the Equity Strategy, the Authority will manage, monitor and report on a range of projects designed to develop new products and services, as well as the capacity of vocational education and training practitioners to deliver learning experiences in more flexible and equitable ways.

Achievements

Under the Flexible Learning Toolbox Project, 12 toolboxes are currently available to registered training organisations. A further 13 are being developed for release to the system by the end of 2000. A new funding round was commenced, and is expected to result in a further 20 toolboxes being developed. The toolboxes cover a range of qualifications across a broad spread of Training Packages.

To help registered training organisations improve their skills in the use of new technologies, the funds available to LearnScope in 2000 were significantly increased. This is expected to result in over 350 work-based learning projects being undertaken throughout Australia in 2000. A broad range of innovative flexible learning projects are being undertaken in 2000 under the umbrella of *Strategy 2000*. These projects include 23 flexible learning leaders, who will improve their technical skills to enhance their leadership capabilities in flexible learning.

Details about plans to support the indigenous and disability national strategies can be found under Work theme: **National outcomes**, output 4.

7. An evaluation report on the outcomes of funding for the expansion of vocational education and training in schools programs, including the implementation of part time apprenticeships and traineeships in schools, and implications for implementation of vocational education and training in schools

Planned outputs

- The Authority will commission an independent report which evaluates the outcomes of funding provided as a catalyst to assist the expansion of vocational education and training in schools programs.

Achievements

ANTA's initial allocation of $80 million for vocational education and training in schools is scheduled to conclude at the end of 2000. Accordingly, the Authority established a project to evaluate the program and inform the ANTA Board's advice to the ANTA Ministerial Council. The Allen Consulting Group was contracted after a public tendering process to undertake the evaluation.

The evaluation report concluded that over the past four years, vocational education and training in schools has become a distinctly more important offering in senior secondary schools; and that there is little doubt that the ANTA funding has been an influential driver of this. Particularly, it has helped program development to occur within a national framework.

The report proposed that two important matters for further consideration were:

- agreement on the core purposes of vocational education and training in schools
- the setting of conditions to achieve a level of quality that will deliver sustainable, valuable outcomes in the future.

At the ANTA Ministerial Council in June, Ministers agreed to extend the current $20m per annum funding for vocational education and training in schools programs to 2001. ANTA is required to prepare (in collaboration with State and Territory training authorities) revised principles and guidelines for vocational education and training in schools, to underpin this expenditure. The conditions of funding in the evaluation report will be considered in the preparation of the guidelines.

ANTA'S CLIENT SERVICE CHARTER

ANTA's client service charter is as follows:

When developing policy we will:

- consult widely to ensure that views are properly considered and provide reasonable time for consultation on policy proposals, reports and general requests for information.

When we are considering the allocation of funding we will:

- ensure that we are prompt in dealing with applications and the associated procedures.

In providing you with information, we will:

- produce materials which are well researched and informative
- communicate in a clear and concise manner
- work collaboratively with States and Territories in setting agendas and the movement of papers for the ANTA Ministerial Council, ANTA CEOs' Committee meetings and other national forums.

ANTA's client service charter commits the Authority to review our performance once each year, with input from clients and stakeholders. The following is the result of the 1999 review.

Wide consultation

During the year, ANTA consulted with an enormous variety of individuals and organisations.

One of the key consultation areas is with national industry advisory bodies. Up to four times a year, ANTA convenes a meeting with the executive officers of all national industry training advisory bodies, and of recognised bodies, to discuss issues and jointly map future strategies.

In 2000, representation at these meetings was expanded to include peak industry bodies, training providers, the Commonwealth and State and Territory training authorities.

All State and Territory training authorities, their chief executive officers, national industry training advisory bodies, and other groups such as the Australian Chamber of Commerce and Industry, the Australian Industry Group, the

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Business Council of Australia and the Australian Council of Trade Unions were invited to participate in the national consultations on the market research activity being undertaken by ANTA.

ANTA also consulted with stakeholder groups such as the ANTA Disability Forum, the Aboriginal and Torres Strait Islander Peoples' Training Advisory Council and the VET Women's Taskforce.

Students and youth representatives participated with ANTA in strategic visioning processes for vocational education and training. ANTA will be placing more emphasis on these key stakeholders in future activities.

Prompt service to clients

ANTA continued its good working relationships with State and Territory training authorities, and provided prompt feedback and approval of funding applications. We aim to address funding applications and general enquiries efficiently by publicising and adhering to response times.

ANTA aims to ensure the most effective use of public funds, in line with program guidelines. We aim to add value to funding applications by helping enhance their quality, and by working with applicants to ensure the success of the funded project or organisation.

Well-researched and informative materials

The objectives of ANTA's Research and Evaluation National Project are to:

- inform national policy development and implementation
- increase the quantity, quality and relevance of vocational education and training research
- promote research into vocational education and training issues
- establish links with vocational education and training researchers and stakeholders
- increase awareness of the value of vocational education and training research and the use of outcomes in the vocational education and training community.

The Authority's research approach is regularly evaluated by independent consultants, against criteria set out in the project plan.

During the year, ANTA also conducted its own research (such as the Office Economy Project), outsourced research (through National Project funding), and purchased research services from expert sources (such as the Australian Bureau of Statistics).

The ANTA library coordinated and supplied research, current awareness, reference, acquisitions, circulation, inter-library loans and cataloguing services to staff. The library also contributed to the VOCED (vocational education) database, managed by the National Centre for Vocational Education Research.

During the year, we appointed a full-time librarian and formed a library committee, giving all teams better access to the collection.

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Clear and concise communication

ANTA aims to tailor communications to meet the needs of specific audiences. Findings from the market research for the national marketing strategy, conducted during the year, have yielded much better profiles of individual and enterprise segments, that will be used to craft more client focused-communications in future.

Collaborative work with States and Territories

ANTA's project-based work benefits from input from States and Territories, usually provided through working groups, reference groups and representative committees.

As an example, the Flexible Delivery National Project attracts State and Territory input through the EdNA (Education Network Australia) Vocational Education and Training Advisory Group.

The ANTA Secretariat coordinates State and Territory input through the CEOs Committee process. Committee meetings are usually held prior to ANTA Board and ANTA Ministerial Council meetings, to consider papers and issues. On occasions, meetings are held by teleconference or videoconference.

Feedback on the sufficiency of State and Territory collaboration is obtained formally (for example, through the Senate Inquiry into the quality of vocational education and training in Australia) and informally (for example, through networks).

ANTA regularly hosts overseas visitors in the spirit of international co-operation and communication. *(clockwise from top left:* ANTA staff member Peter Hannigan, and General Manager Mark Kilner, with guests from Indonesia)

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ANTA provides secretariat services, policy advice and administrative support to a number of key committees.

THE ANTA MINISTERIAL COUNCIL

The ANTA Ministerial Council is the key decision-making body in the national vocational education and training system. It is comprised of Commonwealth, State and Territory ministers for vocational education and training, and is chaired by the Commonwealth Minister.

The Council has endorsed a vision to ensure that the skills of the Australian labour force are sufficient to support internationally-competitive commerce and industry, and to provide individuals with opportunities to optimise their potential.

The ANTA arrangements are an example of contemporary federalism. National policy and frameworks are authored, negotiated, presented and managed by ANTA according to decisions taken by the Council.

Under the terms of the ANTA Agreement, the Council sets national goals, objectives and priorities for the vocational education and training system.

During the year, the Council met on three occasions:

- 12 November (in Adelaide)
- 31 March (in Sydney)
- 30 June 2000 (in Melbourne).

The following people were members of the Council during 1999-2000.

Commonwealth

The Hon. David Kemp, MP, Minister for Education, Training and Youth Affairs

New South Wales

The Hon. John Aquilina, MP, Minister for Education and Training

Victoria

The Hon. Phil Honeywood, MP, Minister for Tertiary Education and Training (*to October 1999*)

The Hon. Lynne Kosky, MP, Minister for Post Compulsory Education, Training and Employment (*October 1999 - present*)

Queensland

The Hon. Paul Braddy, MLA, Minister for Employment, Training and Industrial Relations

Western Australia

The Hon. Graham Kierath, Minister for Employment and Training (*to December 1999*)

The Hon. Mike Board, JP, MLA, Minister for Employment, Training, Youth, the Arts (*December 1999 - present*)

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South Australia

The Hon. Malcolm Buckby, MP, Minister for Education and Children's Services (*to March 2000*)

The Hon. Mark Brindal, MP, Minister for Employment and Training (*March 2000 - present*)

Tasmania

The Hon. Paula Wriedt, MHA, Minister for Education

Australian Capital Territory

Mr Bill Stefaniak, MLA, Minister for Education

Northern Territory

The Hon. Peter Adamson, Minister for Education and Training (*to February 2000*)

The Hon. Chris Lugg, MLA, Minister for Tertiary Education and Training (*February 2000 - present*)

ANTA CEOs COMMITTEE

The ANTA CEOs Committee looks at the implications of proposals before they are considered by Ministers, and advises on these implications. Chief executive officers also individually advise their ministers, and consider draft resolutions for the ANTA Ministerial Council. The committee also works to increase cooperation between State and Territory vocational education and training systems.

During the year, the ANTA CEOs Committee met on seven occasions. The following people were members of the committee during 1999–2000:

Chair

Moira Scollay, Chief Executive Officer, Australian National Training Authority

Commonwealth

Steve Sedgwick, Secretary, Department of Education, Training and Youth Affairs

New South Wales

Dr Ken Boston, Director-General, Department of Education and Training

Victoria

Meredith Sussex, Director, Office of Post Compulsory Education, Training and Employment

Queensland

Bob Marshman, Director-General, Department of Employment, Training and Industrial Relations

Western Australia

Ian Hill, Chief Executive Officer, Department of Training and Employment

South Australia

Geoff Spring, Chief Executive Officer, Department of Education, Training and Employment

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Tasmania

Dr Martyn Forrest, Secretary, Department of Education

Australian Capital Territory

Peter Gordon, Director, Office of Training and Adult Education, Department of Education and Community Services (*to July 1999*)

Michael White, Executive Director, Education and Planning Division, Department of Education and Community Services (*August 1999 - May 2000*)

Allan Hird, Executive Director, Education and Planning Division, Department of Education and Community Services (*May 2000 - present*)

Northern Territory

Joyce Turnbull, Acting Chief Executive Officer, Northern Territory Employment and Training Authority (*April 1999 - May 2000*)

Wal Czernezkyj, Chief Executive Officer, Northern Territory Employment and Training Authority (*May 2000 - present*)

KEY EXTERNAL COMMITTEES

National Training Framework Committee

- *chaired by Mr Mark Paterson*

The National Training Framework Committee advises the ANTA Board on the development and funding priorities for national Training Packages, and on quality assurance mechanisms to ensure system consistency.

The committee provides policy advice on assessment and recognition matters and advises on the development and maintenance of the national register of competency standards, accredited courses and registered training organisations.

In the second half of 2000, the committee will be replaced by the National Training Quality Council, which will focus more intensively on quality and consistency issues.

ANTA Board Advisory Committee on New Apprenticeships

- *chaired by Ms Stella Axarlis*

The committee works to inform stakeholders about the further development and implementation of New Apprenticeships. It provides advice on resourcing the implementation of New Apprenticeships, the legislative and administrative changes necessary for implementation, marketing and other implementation issues.

In the second half of 2000, the committee will be replaced by the National Consistency Advisory Committee, whose charter is to drive the Australian Recognition Framework forward.

Aboriginal and Torres Strait Islander Peoples' Training Advisory Council

- *chaired by Mr Kevin Bromley*

The council advises the ANTA Board on strategies to maximise outcomes for

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Indigenous Australians, resourcing needs, and mechanisms to improve the coordination of Indigenous employment, economic development, labour market and vocational education and training programs.

The council now has in place a national strategy for Indigenous people in vocational education and training, titled *Partners in a Learning Culture*.

ANTA Disability Forum

- *chaired by Mr Mark Bagshaw*

The forum advises the ANTA Board on strategies to maximise outcomes for people with disabilities, resourcing needs, and mechanisms to improve the coordination of school, employment and vocational education and training programs.

The national strategy for increasing opportunities for people with disabilities in vocational education and training, titled *Bridging Pathways*, has measures to ensure that people with a disability achieve equitable outcomes in vocational education and training.

National Training Statistics Committee

- *chaired by Mr Bob Marshman*

This committee oversees the national VET statistical standard, and the collection and reporting of data in line with it. The committee advises the ANTA Board about the information required for key performance measures, and reviews and revises the collection of national system statistics. The committee also oversees survey programs.

National Research and Evaluation Committee

- *chaired by Mr Peter Kirby*

This committee advises the ANTA Board about national priorities for research and evaluation in vocational education and training, oversees the research budget and selects research and evaluation projects. The committee also advises ANTA about the promotion and dissemination of vocational education and training research.

Audit Committee

- *chaired by Mr Bill Mansfield*

This committee advises and assists the ANTA Board in the discharge of its financial and other stewardship and accountability responsibilities, to ensure the Authority's compliance with legislation. The committee meets quarterly to consider the internal audit strategic plan and internal audit reports, and to review financial statements.

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ANTA BOARD

ANTA has an industry-led board of seven members. The ANTA Board advises and supports the ANTA Ministerial Council in all of its functions. As ANTA's governing body, the Board oversees the Authority's operations and is ultimately responsible for the organisation's performance.

The following were members of the ANTA Board in 1999-2000.

Mr Stuart Hornery, AO

"I spend much of my time focusing on the bottom line of companies – their profitability and rewards for shareholders. But there is another component – that of human capital. My contribution to ANTA is to drive the value of that capital at a national level."

Stuart Hornery AO, BSc(Tech), Civ Eng (NSW), FIE Aust CPEng, is Chairman of Lend Lease Corporation Limited, one of Australia's leading public companies.

He was awarded the Order of Australia in 1988 for services to the secondary (manufacturing) industry.

- Member of the ANTA Board since December 1992 and Chairman since December 1995.

Mr Bill Mansfield

"As a member of the ANTA Board I want to help build and grow a high quality, nationally consistent vocational training system available to employees and employers in all occupational and industry areas. The inclusion of experience from a range of backgrounds brings a strength to the ANTA Board."

Bill Mansfield has forged a career as a fulltime union official and was appointed Assistant Secretary of the Australian Council of Trade Unions in 1985.

- Member of the ANTA Board since 1992 and Deputy Chair since December 1995. He is also Chair of the ANTA Board Audit Committee.

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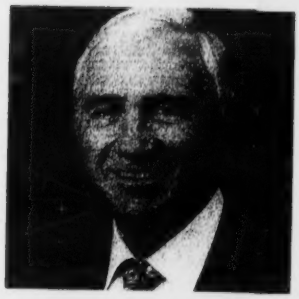

Mr Geoff Ashton

"I think that what we must find for the vocational education and training system is the elusive balance between efficiency and effectiveness. My work with ANTA committees allows me to help identify the best ways to ensure accountability on both a financial and human level."

Geoff Ashton is the National President of the Australian Industry Group. He is also a Fellow of the Australian Institute of Management and the Australian Institute of Company Directors.

- Member of the ANTA Board since December 1995 and currently Chair of the Disability Implementation Strategy Taskforce and the National Consistency Advisory Committee.

Ms Stella Axarlis, AM

"I am passionate about the role of small business. It takes a great commitment and co-ordination to ensure the training system is easy to follow and offers the right choices for businesses and their employees, especially those with special needs."

Stella Axarlis is Chairman and Managing Director of Bilcon Engineering Pty Ltd. She is currently Chair of Peninsula Health and a member of the Board of the Australian Quality Council.

- Member of the ANTA Board since December 1995 and Chair of the ANTA Board Advisory Committee on New Apprenticeships until its restructure in June 2000.

Mr Mark Paterson

"As Chief Executive of the Australian Chamber of Commerce and Industry my priority is to represent the interests of Australian enterprises and to give them the strongest possible voice in tailoring the system to their needs."

Mark Paterson is Chief Executive of the Australian Chamber of Commerce and Industry, a leading Australian business representative organisation.

- Member of the ANTA Board since July 1998 and Chair of the National Training Framework Committee (National Training Quality Council since June 2000).

Mr Peter Griffin

"As a relatively new member of the ANTA Board, I bring with me considerable knowledge of issues confronting the rural industry and rural youth. I pay particular attention to fostering excellence in Australian apprentices and trainees."

Peter Griffin has a substantial background in the rural industry.

Mr Griffin has previously chaired the Tasmanian Rural Industry Training Board and the Tasmanian Farmers Federation Education Committee. He was the employer of the 1992 Tasmanian Rural Trainee of the Year and the 1995 Tasmanian Rural Apprentice of the Year.

- Member of the ANTA Board since July 1998.

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Mr Vince O'Rourke, AM

"I am an enthusiastic believer in the return on investment that skilled employees make to a company, and I action this on a personal level by fostering a training culture at Queensland Rail. ANTA's role is one of great significance to Australia's future."

Vince O'Rourke is currently Chief Executive of Queensland Rail, with a vision for a world's best practice rail system with a focus on customer service, excellence and safety.

Vince was appointed a Member of the Order of Australia on 26 January 2000 for services to the rail transport industry.

- Member of the ANTA Board since March 1999 and currently Chair of the Aboriginal and Torres Strait Islander Peoples' Implementation Strategy Taskforce.

Board meetings

In 1999-2000, the ANTA Board considered out-of-session items on nine occasions, and met formally nine times, on:

- 16 July (in Hobart)
- 14 September (in Melbourne)
- 15 October (in Rockhampton)
- 22 October (by teleconference)
- 12 November (in Adelaide)
- 10 March (in Sydney)
- 17 April (in Melbourne)
- 19 May (in Sydney)
- 7 June (by teleconference)

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ANTA STAFF

Senior Management Group

Together with the CEO, Ms Moira Scollay, ANTA's Senior Management Group comprises the following people.

The senior management team of the Australian National Training Authority (*Front:* Paul Byrne, Moira Scollay, Mark Kilner. Rear: Steve McDonald, Kaye Bowman, Sharon Coates, Andre Lewis, Rod McDonald, Ken Wiltshire, Margo Couldrey, Lesley Johnson, Adrian Stephens)

Mr Paul Byrne
General Manager (Industry / National Training Framework)

'The vocational education and training system can, and will, help Australian enterprises to be highly competitive and make lifelong learning a reality for many more people.

'I am one of two general managers reporting to the CEO.

'The rollout of Training Packages in 1999–2000 has been a real achievement. In particular, valued qualifications are now available in industry sectors, such as retailing, that have previously had little recognised education and training.

'The agreement by all ministers to put clients first, and move to a fully-integrated national system of vocational education and training, is historic. It demonstrates that there is the will to give priority to the needs of industry and individual clients, to achieve a nationally-consistent and high-quality system.

'Our challenge is to continue to maintain a client focus in implementing the objectives set by ministers. In this, we work closely with, and under the guidance of, our industry-led board.'

General Manager (Education)

The position of General Manager (Education) was held by Mr Chris Eccles between September 1997 and May 2000. ANTA welcomes Mr Mark Kilner, who takes on the role of General Manager (Education) from July 2000.

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Ms Margo Couldrey
Director, Corporate Management

"One key challenge is to ensure staff achieve a balance between work and family life, a commitment we have made as an organisation.

'I became Director, Corporate Management in February 2000 and am responsible for leading the organisational support and secretariat services for clients and stakeholders. In 1999-2000, there were three ANTA Ministerial Council meetings, nine ANTA Board meetings and seven CEOs Committee meetings.

'At the same time, I oversee human resources, finance, library services, information systems and property, and manage key public accountability work such as Senate committee liaison and ANTA's annual report.'

'A major achievement has been to re-think how we work together to respond quickly to changed priorities. New ways of working will be further developed in the coming year.'

Mr Steve McDonald
Director, Industry Relationships

'The national vocational education and training system must find out about, and meet, client needs in a transparent way. After all, the needs of clients are why systems exist.

'I have primary responsibility for the Authority's relationships with industry through the national industry advisory arrangements. Our primary aim is to better engage enterprises in vocational education and training.

'The achievement that stands out most clearly for me in 1999-2000 was the substantial strides taken to get more direct relations with enterprises. While the messages we put to enterprises must reflect the benefits of training, it is essential that they are backed up by a vocational education and training system that meets enterprises' expectations.'

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Ms Sharon Coates
Director, Industry / National Training Framework

'ANTA needs to effectively engage stakeholders in delivering a seamless, robust and high-quality national system in which people can have confidence and pride.

'I work on the implementation and quality assurance of the National Training Framework and the Authority's industry relationships.

'Some of our initiatives include the Spotlight on the provider conference, development of our e-commerce capability, and the exploration of "soft skills" and generic skills.

'My vision for the system is one that is forward-thinking in its business processes and client services, and is recognised locally and internationally as producing credible outcomes relevant to industry's needs.'

Ms Lesley Johnson
Director, Strategic Initiatives

'We try to use the synergy between project areas through short, sharp brainstorming sessions. So many creative minds make team meetings interesting!

'My team has responsibility for marketing, flexible learning, equity, communications and media; and also contributes to post-compulsory education (incorporating vocational education and training in schools, and adult and community education) and to engaging industry.

'Key events on the ANTA calendar, such as the Australian Training Awards and ANTA conference, are coordinated by the communications and media people in the team.

'A key achievement during 1999-2000 has been the management of extensive social marketing research into peoples' attitudes and values towards education and training.'

Dr Kaye Bowman
Director, Planning and Performance Review

'Communities should integrate vocational education and training with other education, economic and social programs. The concept of learning communities sits well with my previous work experience in regional development.

'My team manages the business arrangements agreed by the Commonwealth, States and Territories. We prepare a report for ministers each November on directions and resource allocations, based on the annual national priorities. We also report against the national key performance measures for vocational education and training. This work provides a real overview of planned and actual achievements.

'In 1999–2000, we produced important reports on future demand for vocational education and training, young peoples' experiences in education and training, and the rise of the office economy. We also completed a review of the ANTA infrastructure program and our external research program.'

Mr Adrian Stephens
Director, National Training Framework Pathways

'Staff in my area perform well because of their experience in policy analysis and development at both federal and state levels. In addition, they have the negotiation skills required to deliver outcomes that suit all stakeholders.

'My major responsibilities are the development and implementation of New Apprenticeships, group training, vocational education and training in schools (including school-based New Apprenticeships), national professional development initiatives and skill shortages in the traditional trades.

'Over the past year, we have been centrally involved in the development of two major reports to the ANTA Ministerial Council: in November, a progress report on the implementation of the National Training Framework and New Apprenticeships, and more recently, a report on national consistency in the vocational education and training system.

Mr Andre Lewis
Director, National Training Packages

'I believe we have a sound basis for improving the quality and responsiveness of training through Training Packages and their related products. My vision is to gain widespread support for what we are trying to achieve and have everyone focus on what must be done, not what cannot be done.'

'I manage the development of Training Packages and related support materials. I also oversee the National Training Information Service and copyright issues.

'In 1999–2000, industry forums have allowed fruitful interchange on Training Package quality and development. There was also a meeting of key State and Territory package evaluators held in April. Our target of endorsed packages covering more than 50% of the workforce was achieved by the end of 1999, and the review process was well underway.'

Prof. Kenneth Wiltshire
Special Adviser, Education

'If we can harness the synergies between educators and industry, there will be no stopping the progress of this nation towards the personal fulfilment of our people and the resultant enhancement of our economic performance.

'As a special adviser to ANTA, my sphere of involvement has included our vast research program, the vital adult and community education sector, and chairing the review of the national industry advisory arrangements.

'I have also helped with staff development at ANTA, through our unique policy skills course.'

'My involvement in many ANTA events, committees and reference groups has given me the opportunity to meet a multitude of leaders in the vocational education and training system and to draw inspiration from them all.'

- Ken Wiltshire leaves ANTA in September 2000 to take up a position as Australia's representative on the Executive Board of UNESCO.

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Prof. Rod McDonald
Special Adviser, Blue Sky

'Ten years ago it would have been a brave visionary indeed who would have drawn a picture of vocational education and training in 2000: significant industry involvement, a significant impact on industry, vocational education and training activity in schools, a revolution in the notion of apprenticeship.

'As a special adviser, my brief is to help ANTA to look over the horizon and to challenge, speculate and forecast future directions, through "Blue Sky" work.

'Blue Sky work has broken down some intractable issues and injected new ways of thinking. Some key achievements have been in returns to enterprises on training investment, long-term Training Package issues, and integrating generic skills in the National Training Framework.

ANTA's challenge is to lead the way, while balancing the interests of all stakeholders.'

Management committees

As an organisation of just over 100 people, ANTA has few formal senior management committees. Issues such as ethics, quality assurance, and risk management are handled through senior management group meetings and these are held regularly (approximately once each fortnight).

ANTA has a Workplace Consultative Committee (WCC) which is comprised of two representatives of management, four staff from Brisbane and two staff from the Melbourne office. The WCC oversees whole-of-ANTA issues impacting on the conditions and working arrangements of staff such as the ANTA Award, Certified Agreement, organisational change processes and workplace health and safety.

Specific working groups on ANTA work areas such as staff seminar planning, GST implementation, contract management, ANTA plan development and information technology services are established on an as-needs basis. Members are generally drawn from a wide range of teams and staffing levels on a nomination basis.

Organisational structure

ANTA's work frequently crosses 'team' boundaries, as our work is driven by thematic areas of work borne out of the annual national priorities and key projects. For practical purposes however, most staff belong to a home team where they are physically located and where supervisory and housekeeping activities occur.

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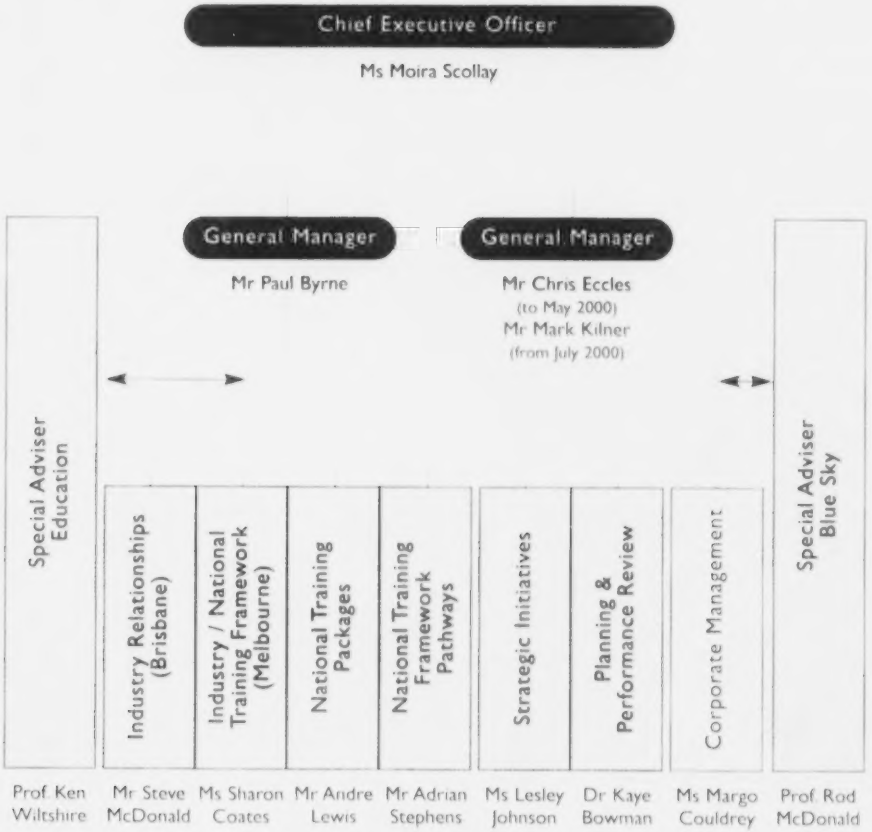
Each team has a unique and equally significant role. As a guide:

- the **Planning and Performance Review Team** provides research, consultancy and national planning and reporting services to the whole of the Authority
- the **Strategic Initiatives Team** is responsible for major, system-wide projects such as flexible delivery, equity, communications and marketing
- the **Corporate Management Team** oversees the internal operations of the Authority, as well as services to the ANTA Executive, ANTA Board, ANTA CEOs Committee and ANTA Ministerial Council
- the **Industry Relationships Teams** manage the Authority's relationships with industry stakeholders, and coordinate the national Training Packages process
- the **National Training Framework Teams** address the implementation and quality assurance aspects of the National Training Framework

The chart below shows ANTA organisational structure.



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HUMAN RESOURCES AND STAFF DEVELOPMENT

Staffing Profile

In 1999-2000, ANTA had 108 employees. During this time, 11 appointments were made and there were 10 resignations.

In 1999-2000, ANTA's core operative staff increased from 95 to 98. Details of the level, location and gender of staff are shown in Table 1.

Equal Employment Opportunity

At 30 June 2000, ANTA employed people in the equal employment opportunity target groups of women, people from non-English speaking backgrounds, people with a disability and Aboriginal and Torres Strait Islander peoples. Detail of staff who identify with these target groups is shown in Table 2.

Appointments and Resignations

Table 3 provides details of staff appointments and resignations during the year. This table does not include internal movements within the organisation in response to work priorities and preferences.

Agreements and awards

The ANTA Certified Agreement 1999 provided a basis for the continuing development of a workplace culture that values and supports staff and their work. Importantly, this culture values learning at the organisational, team and individual levels.

The current ANTA Certified Agreement came into effect on 21 July 1999 and expires on 30 June 2001. A major achievement this financial year has been working with the Workplace Consultative Committee to simplify the Australian National Training Authority (General Conditions of Employment) Award 1994. The draft award is to be considered by the Australian Industrial Relations Commission early in the new financial year.

Within the framework of the new certified agreement, human resource policies and practices were reviewed. Staff were fully involved in the review through the Workplace Consultative Committee.

Occupational health and safety

Health and safety is an important aspect of the Authority's working environment. Staff workplace assessors are appointed to monitor work stations and address issues before they become risks to the health and safety of staff. The occupational health and safety officer conducts regular checks of the work environment.

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Table 1: ANTA staff by level, location and gender at 30 June 2000

Level	Brisbane	Melbourne	Total men	Total women	Total core staff 30/6/1999	Total core staff 30/6/2000
Chief Executive Officer	1	0	0	1	1	1
Senior Executive Level A	0	1	1	0	2	1
Senior Executive Level B	5	2	3	4	6	7
Principal Project Officer	11	6	11	6	19	17
Senior Project Officer	26	8	8	26	32	34
Project Officer Level 3	18	2	7	13	19	20
Project Officer Level 2	12	4	2	14	12	16
Project Officer Level 1	2	0	0	2	4	2
Totals	75	23	32	66	95	98

Table 2: Equal employment opportunity profiles

Classification	SES	PPO	SPO	PO	Total
ANTA staffing classification - males	4	11	8	9	32
Non- English speaking background	0	1	0	0	1
People with disabilities	1	0	0	1	2
Aboriginal and Torres Strait Islander peoples	0	0	0	1	1
ANTA staffing classification -females	5	6	26	29	66
Non- English speaking background	0	0	1	3	4
People with disabilities	0	0	0	1	1
Aboriginal and Torres Strait Islander peoples	0	0	0	1	1

Table 3: Appointments and resignations during 1999-2000

Level	Appointment	Resignation	Staff redundancies	Completion of contracts
Chief Executive Officer	0	0	0	0
Senior Executive Level A	0	1	0	0
Senior Executive Level B	2	1	0	0
Principal Project Officer	1	1	0	0
Senior Project Officer	2	3	0	0
Project Officer level 3	4	1	0	1
Project Officer level 2	2	2	0	1
Project Officer Level 1	0	1	0	0
Total	11	10	0	2

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Staff development and learning

ANTA is committed to continually improving professional development activities for staff.

A strategic visioning process took place, which considered ANTA's future, and developed the tapestry working method. This moved us further from a very-structured, hierarchical organisation to one that emphasises greater flexibility and cooperative work styles. As a by-product, it emerged that the skills that staff need, and support frameworks, were also likely to be quite different.

ANTA's staff development activities provided for technical proficiency as well as interpersonal, self-management and leadership development. For example, training in giving and receiving feedback, communication skills, conflict management and mentoring were widely available.

ANTA offered formal development opportunities (for example, in frontline management, policy development and project management) as well as more informal opportunities (such as the series of continuous learning opportunities). Staff were also supported to do undergraduate and postgraduate courses. To support a new way of working in a cross-team, project-based structure, a program of activities focusing on the strengthening of people skills was developed and offered across the organisation.

Our most innovative venture was Lateral Learning Dollars, where staff were allocated $100 to spend on a learning activity of their choice. Here, ANTA's lifelong learning agenda was actioned, lifting corporate spirit and motivating staff to engage in learning.

Performance management

A new performance management system was developed, to support and encourage a more cooperative and flexible way of working. The new individual planning and reporting system is flexible, empowers staff and supervisors to better manage their work and formalises a regular feedback process with improved communication.

Code of conduct

A draft staff code of conduct was developed during the year, to promote high personal standards of internal, and external, client service.

The code of conduct will be finalised after further staff input. It sets out expectations that staff employed by ANTA will:

- act in the public interest
- strive for the highest standards in public administration
- observe appropriate health and safety practices
- demonstrate competent management practices
- implement goverment policy equitably and comply with all applicable Australian laws
- ensure a relevent and timely service to clients and stakeholders
- maintain confidentiality and not make improper use of information
- make appropriate use of the Authority's financial, physical and human resources
- at all times behave in a way that upholds ANTA's values and the integrity and good reputation of the Authority.

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FINANCIAL MANAGEMENT

The Authority continued to monitor the allocation of its resources, to ensure that outcomes and outputs were realised as efficiently as possible. The overall budget position was closely supervised in the lead-up to 30 June 2000, to ensure that the operational, national program and national project budgets were not exceeded.

The formats for financial and staffing reports were improved, to provide managers with better tools for managing their work.

During the year, the Audit Committee oversaw work to prepare for, and implement, the GST. This included a review of contracts and agreements bridging the pre- and post-GST periods, staff training and required systems enhancements. The Authority will continue to train staff to deal with any further legislative changes.

During the year, internal auditors provided ANTA management and the Audit Committee with in-depth advice and recommendations about the effectiveness of our operations and systems. Recommendations by the internal auditors to improve our accountability, project management and systems were implemented.

Revenue and expenditure

ANTA is a statutory Authority and part of the Education, Training and Youth Affairs portfolio. The Authority is appropriated revenue by the Commonwealth Government, and is also funded for operations from independent sources.

The 1999-2000 budget year was the first year of the Commonwealth accrual-outcome and output-based budgeting regime. The Authority successfully adopted this framework, defining our outcomes in line with our annual work plan as explained previously in this report. It received an accrual appropriation in the May budget.

Funding provided under the *Vocational Education and Training Funding Act* is used to fund State and Territory Governments to improve their vocational education and training systems. Under the Act, funds are also allocated to national projects, the aim of which is to promote a national identity for the vocational education and training system, and develop a nationally-consistent training system by all States and Territories.

National programs funds are applied to the ongoing administration of Commonwealth programs for the vocational education and training system. Responsibility for the allocation of national program funds is contained in Section 11 of the *Australian National Training Authority Act*.

Commonwealth operating appropriations are used to fund the Authority's running costs.

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Table 4 below shows the Authority's revenues for the financial year.

Table 4: ANTA 1999-2000 revenue

Revenue	$m
VET Funding Act	1407.951
VET - national projects	22.312
National programs appropriation	43.070
Operating appropriation	10.757
Revenue from independent sources	15.447
Total revenue	1499.537

The Authority's major expenses each year are grants under the Vocational Educational and Training Funding Act. These grants are provided to the States and Territories for recurrent and capital purposes stipulated under the Act.

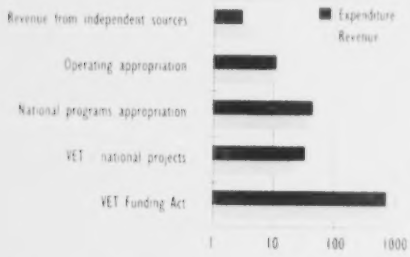
Table 5 below shows the Authority's expenditure for the financial year.

Table 5: 1999-2000 Expenditure

Expenses	$m
Grants - VET Funding Act payments	1,350.713
National projects	22.312
National programs	39.597
Operating costs	11.379
Other	10.885
Total expenditure	1,434.886

Further information about ANTA's revenue and expenses can be found in the financial statements in this report.

The chart below maps the Authority's revenue and expenditure for the financial year.



Internal audit arrangements

Internal audit arrangements provide ANTA management with independent advice and recommendations based on *objective* appraisal and evaluation of our operations and systems.

Our Internal Auditor reports directly to the Chief Executive Officer, and has full access to files and staff. Each year an internal audit report is prepared for the information of the Audit Committee and the Chief Executive Officer.

Consultancies

ANTA defines a consultant as 'an individual, partnership or corporation, providing professional or expert advice or services (with a recommendation) as the basis for making a decision or taking a course of action'.

Consultants are engaged for a fixed period of time at an agreed rate of payment to provide a service that is usually of a non-recurring nature. They conduct independent research and investigations and provide expert advice with recommendations.

During 1999 - 2000, ANTA engaged 36 consultants at a total committed cost of $1,870,775. Of these:

- twenty one totaling $820,900 were funded from national programs funds.

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- fourteen totaling $1,029,875 were funded from Vocational Education & Training (VET) funding and include national projects; and
- one project for $20,000 funded from operating funds.

The table below contains details of individual consultancies engaged during the year.

Table 6: Consultancies 1999 - 2000

consultant	description	cost $
AAAJ Consulting Group**	Investigate underpinning knowledge within Training Packages	68,985
Allen Consulting Group Pty Ltd**	Evaluation of VET in Schools program	105,000
Australian Bureau of Statistics*	Feasibility Study into ABS Employer Training Surveys	190,000
Baines & Associates Pty Ltd**	Evaluation of short-listed nominees for 1999 Small Business of the Year Award	5,121
Brendan Mulhall & Associates Pty Ltd**	Review of Middle-Level Accounting Standards	36,900
Brian Stanford**	Evaluation of short-listed nominees for 1999 Training Provider of the Year Award	3,350
Darcy McGaurr & Associates Pty Ltd**	Evaluation of short-listed nominees for 1999 Australian Training Awards	4,822
David Kay Training & Development Services Pty Ltd*	Development of seminar for Training Package users	26,822
Doug Wright Consultant**	Evaluation of short-listed nominees for 1999 Employer of the Year Award	4,908
Education Image*	1999 Take Off! development and maintenance project	247,986
Education Image***	Investigate an Australian Recognition Framework (ARF) communication approach	40,192
Enterprise Design Associates*	National Youth Development Strategy	100,000
Global Learning Services**	Review of State & Territory legislation for New Apprenticeships	24,750
Graham Sprott**	Evaluation of short-listed nominees for 1999 VET in Schools Excellence Award	4,067
John Aitken Productions*	Planning Workshop for International Women's Day	5,000
John Mitchell & Associates Pty Ltd*	Development of a brief on the impact of e-commerce on the National Training Framework	45,000

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consultant	description	cost $
John Mitchell & Associates Pty Ltd**	Evaluation of the Flexible Delivery Professional Development LearnScope project	48,000
Kaye Schofield & Associates Pty Ltd*	Advice on Blue Sky priorities	3,734
KPMG Consulting Pty Ltd*	Advice on Blue Sky priorities	2,550
KPMG Consulting Pty Ltd*	Indigenous Implementation Plan	84,094
KPMG Consulting Pty Ltd*	New Accountability Framework for VET Infrastructure	116,175
Mark Burford Consulting*	Advice on Blue Sky priorities	2,000
Powerlan Limited*	Evaluation of Information Technology strategy	20,000
Precision Consulting Pty Ltd**	Review of Certificate II in Business - Small Business Traineeship	37,000
PricewaterhouseCoopers**	Development of a rational funding model for State/Territory Industry Advisory Arrangements	35,000
PricewaterhouseCoopers**	Review of National ITABs Round 3	79,600
PricewaterhouseCoopers**	Review of Recognised Bodies	85,000
Professor Sam Ball**	Report on initiatives around Australia to improve transitions for young people	5,250
Queensland Open Learning Network**	Evaluation of the Flexible Learning Toolbox Series 2 project	231,936
Regency Institute of TAFE*	Development of a discussion paper to inform ANTA's thinking about the future role of Training Packages	3,000
Rengain Pty Ltd*	Rural Industries Learning Committee - Integrated database project	29,000
Scottish Qualifications Authority*	Development of a discussion paper to inform ANTA's thinking about the future role of Training Packages	6,000
Smart Consulting & Research**	Research - Training Packages & the overseas market	39,583
Spice Consulting ***	Implementation plan for people with a disability in VET	67,800
Vocational Education & Training Assessment Services	National Strategic Evaluation - Consistency in assessment in competency based training	59,150
VocTEC (Australia) Pty Ltd*	Pilot Seminar for Training Package users	3,000

Reason for using consultant

* Specialist skills and expertise not available in-house
** Need for independent study/evaluation
*** Need for assistance to manage and facilitate change

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Responding to the GST

During the year, ANTA established a VET GST working group, to assess and respond to the impact of the GST on the national vocational education and training system. The group comprised representatives of each State and Territory training authority, and of the Commonwealth Department of Employment, Training and Youth Affairs. ANTA coordinated the working group.

Like all other Australian enterprises, ANTA was affected by the introduction of the GST. To meet its New Tax System obligations, the Authority reviewed all operational policy and procedures, registered for GST and obtained an Australian Business Number.

Insurance coverage

ANTA arranges insurance cover for directors and staff against the cost of legal proceedings in respect of matters relating to their work. The annual premium was $5,500.

Information technology systems

ANTA's work practices rely heavily on information technology systems. The demand for more sophisticated technologies and better electronic communications with others is increasing. Keeping abreast of emerging technologies, while providing ongoing, high-quality services, continued to be a challenge.

Third-party, proprietary products were used for most systems and higher-level support was contracted out. Where possible, the core systems purchased were the 'all-of-Government' recommended solutions.

During the year, a consultant helped ANTA review our Information Technology Strategy.

The review assessed the needs of managers and other staff, with web-based internal and external communications.

ACCOUNTABILITY

Freedom of information

Freedom of information requests are made to the Director, Corporate Management. No requests for disclosure under freedom of information legislation were received in 1999–2000.

To enable the efficient handling of requests (and for good record-keeping practice), ANTA staff who are trained in records management maintain electronic file and correspondence logs that track the flow of printed material.

Parliamentary processes

During the year, ANTA made regular contributions to the work of the Senate Employment, Workplace Relations, Small Business and Education Committee.

The committee conducts periodic estimates hearings to which ANTA provides policy, budgetary and administrative evidence.

The committee is also conducting an inquiry into the quality of vocational education and training in Australia.

The inquiry is considering the effectiveness of the vocational education and training system in developing the educational skills of the Australian people and the skills formation and

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productivity of the Australian workforce. It is due to report in October 2000.

Between July 1999 and June 2000, ANTA attended three Senate Estimates hearings (over four dates) and one hearing of the Senate Inquiry.

Visitors to ANTA

During the year, ANTA hosted visits from representatives of 15 countries; over 80 international guests in total.

An international delegation or visit typically includes:

- a welcome from the Chief Executive Officer or senior managers
- a series of presentations tailored to the interest profile of guests
- time for questions and open discussion
- morning or afternoon tea or lunch.

We enjoy the opportunity to share information with overseas visitors and in turn gain an appreciation and understanding of the differences between and similarities with systems in other countries. Table 7 provides a profile of our international visitors.

Table 7: International visitors to ANTA in 1999-2000

Date	Country	Organisation
August	USA, Germany, Jamaica, Albania	International Vocational Association Conference - Study Tour
	South Africa	Western Cape Education Department of South Africa
	Hong Kong	Hong Kong Vocational Training Council
September	Singapore	Ministry of Manpower
October	Korea	Federation of Korean Trade Unions
	China	Guangzhou Labour Bureau
	Vietnam	Ministry of Planning and Investment
November	Germany	Joint Vocational Education and Training declaration
	Sweden	Department of Human Work Sciences, Lule University of Technology
December	South Africa	Department of Labour
January	Japan	Japanese Ministry of Education
February	South Africa	Department of Education
June	China	State Bureau of Experts
	India	Sikkim, Northern India
	Laos	Ministry of Education
	Thailand	Department of Vocational Education (DOVE)
	China	Ministry of Education

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Visits by ANTA staff

During the year, some staff had the opportunity to represent ANTA at overseas forums, in some cases as part of a Commonwealth Government delegation. Several of these international visits were by invitation and independently-funded.

Staff make a substantial investment in time and effort to ensure the experience is a rewarding one. ANTA's international activities ensure that we:

- raise the profile of ANTA, and of the Australian vocational education and training system
- develop valuable international contacts
- discuss education on a global scale
- gain a different perspective that can then be used to analyse the Australian system
- fulfil an obligation to share information, especially with countries with less-developed training systems.

Table 8 provides details of international events attended by ANTA staff.

Table 8: International visits by ANTA staff in 1999-2000

Date	Location	Event
30 June - 2 July	Singapore	Tripartite Asian and Pacific Consultative Meeting on Human Resources Development and Training
21-31 July	Phuket, Thailand	ILO / APSDEP Training Workshop
August	Tokyo	Creating a New Architecture for Learning and Development (Asian Development Bank Institute Workshop)
October	South Africa	National Business Initiative for Technical Assistance and Training Needs Analysis for Restructuring
23 October - 23 December	Bhutan	20 Year Strategy for Bhutan's National Technical Training Authority
13-16 December	Bangkok	UNESCO / ACEID Conference
March	South Africa	AUSAID Project Identification Mission
March	Hanoi, Vietnam	Seminar on vocational education and training
May	Christchurch	Australian and New Zealand Industry Training Conference
June	UK, Scandinavia	Australian Student Traineeship Foundation study tour

"The assignment provided some opportunities for developing global perspectives and professional horizons. I had the opportunity to consider the implications for technical and vocational training in a country which may not develop a strong industrial culture and may go straight from a predominantly agrarian, feudal society to a globally-linked information society."

– Leonie Shore, Senior Project Officer, on her participation in development of Bhutan's 20-year strategy for technical and vocational education and training.

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APPENDIX 1: Members of committees as at 30 June 2000

National Training Framework Committee

Mark Paterson (Chair)
Chief Executive, Australian Chamber of Commerce and Industry

Peter Dwyer
Group Employee Relations Manager, Amcor Australasia

Judith Maddocks
National Business Manager, Learning Methodologies and Materials, TELSTRA Learning

Rod Manns
Assistant Secretary, VET Reform Branch, Training and Youth Division, Department of Education, Training and Youth Affairs

Julius Roe
Acting National President, Australian Manufacturing Workers' Union

Meredith Sussex
Director, Office of Post Compulsory Education, Training & Employment, Department of Education, Employment and Training, Victoria

Therese Taylor
Director, Office of Vocational Education and Training, Department of Education, Tasmania

Doug Wright
Australian Industry Group

ANTA Board Advisory Committee on New Apprenticeships

Stella Axarlis, AM (Chair)
Managing Director, Bilcon Engineering Pty Ltd

Doug Wright
Australian Industry Group

Brian Kerwood
Director – Training Services, Australian Industry Group

Lyndon Rowe
Chief Executive Officer, Chamber of Commerce and Industry of WA

Mandy Keillor
Principal Director, Keillor Building Associates

Julius Roe
Acting National President, Australian Manufacturing Workers' Union

Colin Walters
First Assistant Secretary, Training and Youth Division, Department of Education, Training and Youth Affairs

Steve Balzary
Director of Employment and Training, Australian Chamber of Commerce & Industry

Aboriginal and Torres Strait Islander Peoples Training Advisory Council

Kevin Bromley (Chair)

Clair Andersen (Deputy Chair) - Tasmania

Charles Davison - New South Wales

Kevin Savage - Queensland

Bill Wilson
Federation of Independent Aboriginal Education Providers

Hans Batzke
Australian Chamber of Commerce and Industry

Tracey Bunda - Australian Capital Territory

Peter Buckskin
Department of Employment, Training and Youth Affairs

Desmone Williams
Aboriginal and Torres Strait Islander Commission

Lionel Bamblett - Victoria

Klynton Wanganeen - South Australia

May O'Brien - Western Australia

Micky Wunungmurra - Northern Territory

ANTA Disability Forum

Mark Bagshaw (Chair)
International Marketing Manager, IBM Australasia

Craig Harrison
Manager, Personnel Employment

Doug Bowers
Director, Deaf Education Network

Lynn Hammond
Senior Executive Officer – Equity, TAFE Qld

Jill Sears
Senior EEO Consultant – Disability, Telstra

Des Lean-Fore
Teacher/Consultant- Vision Impairment, TAFE NSW

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Jeff Priday
National Development Officer,
Group Training Australia

Wendy McLachlan
Community Development Officer,
Brain Injury Association of Australia

Pamela Menere,
Public Officer and Treasurer,
Vic Women with a Disability Australia

Phillip Ripper
Executive Officer, Action for
Community Living

Dianne Wallace
Director, Directions Australia

Lindsay Wilson
Finance Officer, ACROD Qld

Tony Vardaro
Disability Services Officer,
SE Metropolitan College of TAFE

National Research and Evaluation Committee

Peter Kirby (Chair)
National Centre for Vocational
Education Research Board member

Dr John Ainley
Associate Director (Policy Research),
Australian Council for Educational
Research, NCVER nominee

Anne Baly
Director VET Policy and Review
Section, Department of Education,
Training and Youth Affairs

Mike Brough
Director, Strategic Development,
Department of Education

Peter Glynn
Chief Executive, National Electrical
Contractors' Association, ANTA Board
industry nominee

George McLean
Manager, VET Research, Office of
Training and Further Education

Dr James McMorrow
Deputy-Director General Policy
and Planning, NSW Department
of Education and Training

Andrew Mulvey
Acting Director Strategic Development,
WA Department of Training

John Trott
Consultant, ANTA Board industry nominee

Pamela Walsh
Board member, Australian Council
of Private Education and Training,
NCVER nominee

Prof. Kenneth Wiltshire
Special Adviser, Australian National
Training Authority

Madeleine Woolley
Director, Adelaide Institute of TAFE,
NCVER nominee

National Training Statistics Committee

Bob Marshman (Chair)
Director-General, Department
of Employment, Training and
Industrial Relations

Robyn Bergin
Director, ANTA Liaison & Coordination
Section, Training and Youth Division,
Department of Education, Training
and Youth Affairs

Garth Bode
Assistant Statistician Labour Statistics
Branch, Australian Bureau of Statistics

Loretta Cannon
Manager, Performance and Evaluation,
NT Employment and Training Authority

Phil Daniels
Manager, Performance Reporting,
Department of Education and Training

Paul Fennell
Postal Manager, Planning and
Reporting, Office of Training
& Adult Education

Peter May
Principal Project Officer, Australian
National Training Authority

George McLean
Assistant General Manager, Research
and Information, Office of Post
Compulsory Education, Training
and Employment

Gail Mitchell
Acting Director, Training Purchasing,
WA Department of Training and
Education

Richard Osborne
Director, VET Strategy Branch,
Department of Education, Training
and Employment

Therese Taylor
Director, Office of VET

Merrill White
Manager, VET Systems Monitoring &
Reporting, Department of Employment,
Training and Industrial Relations

Audit Committee

Bill Mansfield (Chair)
Assistant Secretary, Australian
Council of Trade Unions

Ross Coffey
Chief Internal Auditor, Queensland Rail

Darcy McGaurr
Consultant, Darcy McGaurr
& Associates

Australian National
Audit Office

APPENDIX 2:
Financial statements

INDEPENDENT AUDIT REPORT

To the Minister for Education, Training and Youth Affairs

Scope

I have audited the financial statements of Australian National Training Authority for the year ended 30 June 2000. The financial statements comprise:

- Statement by Board members;
- Operating Statement;
- Balance Sheet;
- Statement of Cash Flows;
- Schedule of Commitments;
- Schedule of Contingencies; and
- Notes to and forming part of the Financial Statements.

The members of the Authority are responsible for the preparation and presentation of the financial statements and the information they contain. I have conducted an independent audit of the financial statements in order to express an opinion on them to you.

The audit has been conducted in accordance with Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing Standards, to provide reasonable assurance as to whether the financial statements are free of material misstatement. Audit procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with Australian Accounting Standards, other mandatory professional reporting requirements and statutory requirements in Australia so as to present a view of the entity which is consistent with my understanding of its financial position, the results of its operations and its cash flows.

The audit opinion expressed in this report has been formed on the above basis.

GPO Box 707 CANBERRA ACT 2601
Centenary House 19 National Circuit
BARTON ACT
Phone (02) 6203 7300 Fax (02) 6203 7777

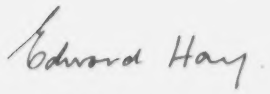
Audit Opinion

In my opinion,

(i) the financial statements have been prepared in accordance with Schedule 2 of the Finance Minister's Orders; and

(ii) the financial statements give a true and fair view, in accordance with applicable Accounting Standards, other mandatory professional reporting requirements and Schedule 2 of the Finance Minister's Orders, of the financial position of the Australian National Training Authority as at 30 June 2000 and the results of its operations and its cash flows for the year then ended.

Australian National Audit Office



Edward M. Hay
Group Executive Director

Delegate of the Auditor-General

Canberra
4 September 2000

AUSTRALIAN NATIONAL TRAINING AUTHORITY

STATEMENT BY BOARD MEMBERS

In our opinion, the attached financial statements give a true and fair view of the matters required by Schedule 2 to the Finance Minister's Orders made under the *Commonwealth Authorities and Companies Act 1997* for the year ended 30 June 2000.

S. Hornery, AO
Chair

21 August 2000

W.C. Mansfield
Deputy Chair

21 August 2000

AUSTRALIAN NATIONAL TRAINING AUTHORITY

OPERATING STATEMENT

For the year ended 30 June 2000

	Notes	1999-00 $	1998-99 $
Operating revenues			
Revenues from government	4A	**10,757,000**	10,504,000
Interest - Operating Funds	4C	**115,668**	29,690
Net gains from sale of assets	4E	**10,243**	27,893
Other	4F	**14,629,789**	3,428,586
Total operating revenues		**25,512,700**	13,990,169
Operating expenses			
Operating Activities			
Employees	5A	**7,826,511**	7,485,337
Suppliers	5B	**3,072,306**	2,898,690
DETYA project payments	5C	**6,775,950**	-
Depreciation and amortisation	5D	**451,869**	399,315
Write-down of assets	5E	**28,541**	-
Interest repaid to consolidated revenue		-	29,690
Total operating expenses		**18,155,177**	10,813,032
Operating surplus		**7,357,523**	3,177,137
Net surplus attributable to the Commonwealth	11A	**7,357,523**	3,177,137
Accumulated surpluses or deficits at beginning of reporting period	11A	**2,964,426**	(212,711)
Accumulated surpluses at end of reporting period	11A	**10,321,949**	2,964,426

The above statement should be read in conjunction with the accompanying notes

AUSTRALIAN NATIONAL TRAINING AUTHORITY

STATEMENT OF ADMINISTERED REVENUES AND EXPENSES
For the year ended 30 June 2000

	Notes	1999-00 $	1998-99 $
Operating revenues			
Revenues from government	4B	**1,473,333,000**	927,593,860
Interest	4D	**572,250**	5,316
Other	4G	**119,559**	639,597
Total operating revenues		**1,474,024,809**	928,238,773
Operating expenses			
Grants	6A	**1,350,713,457**	855,338,449
Suppliers	6B	**2,899,400**	2,842,563
Interest repaid to consolidated revenue	6C	**533,308**	5,316
Doubtful debt expense	6D	**-**	240,133
Other	6E	**62,585,402**	74,322,201
Total operating expenses		**1,416,731,567**	932,748,662
Net contribution to the Budget Outcome		**57,293,242**	(4,509,889)
Net surplus/(deficit)	11B	**57,293,242**	(4,509,889)
Accumulated results at beginning of the reporting period	11B	**7,233,936**	11,743,825
Accumulated results at end of reporting period	11B	**64,527,178**	7,233,936

The above statement should be read in conjunction with the accompanying notes.

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AUSTRALIAN NATIONAL TRAINING AUTHORITY

BALANCE SHEET

as at 30 June 2000

	Notes	1999-00 $	1998-99 $
ASSETS			
Financial assets			
Cash	7A	**11,671,558**	4,031,273
Receivables	7B	**96,922**	74,634
Other	7C	**800**	2,920
Total financial assets		**11,769,280**	4,108,827
Non-financial assets			
Property, plant and equipment	8A	**1,061,776**	858,725
Other	8C	**176,687**	84,461
Total non-financial assets		**1,238,463**	943,186
Total assets		**13,007,743**	5,052,013
LIABILITIES			
Provisions and payables			
Employees	9A	**1,774,346**	1,642,240
Suppliers	9B	**410,217**	412,436
Other	9C	**-**	32,911
Total provisions and payables		**2,184,563**	2,087,587
Total liabilities		**2,184,563**	2,087,587
EQUITY			
Reserves	10	**501,231**	-
Accumulated surpluses	11A	**10,321,949**	2,964,426
Total equity	11A	**10,823,180**	2,964,426
Total liabilities and equity		**13,007,743**	5,052,013
Current liabilities		**1,384,907**	1,346,136
Non-current liabilities		**799,656**	741,451
Current assets		**11,945,967**	4,193,288
Non-current assets		**1,061,776**	858,725

The above statement should be read in conjunction with the accompanying notes.

AUSTRALIAN NATIONAL TRAINING AUTHORITY

STATEMENT OF ADMINISTERED ASSETS AND LIABILITIES
as at 30 June 2000

	Notes	1999-00 $	1998-99 $
ASSETS			
Financial assets			
Cash	7D	802,708	-
Receivables	7E	487,869,489	8,004,935
Total financial assets		488,672,197	8,004,935
Total assets		488,672,197	8,004,935
LIABILITIES			
Suppliers	9D	880,520	762,109
Grants	9E	423,264,499	-
Other	9F	-	8,890
Total provisions and payables		424,145,019	770,999
Total liabilities		424,145,019	770,999
EQUITY			
Accumulated surpluses	11B	64,527,178	7,233,936
Total equity	11B	64,527,178	7,233,936
Total liabilities and equity		488,672,197	8,004,935
Current liabilities		424,145,019	770,999
Non-current liabilities		-	-
Current assets		488,672,197	8,004,935
Non-current assets		-	-

The above statement should be read in conjunction with the accompanying notes.

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AUSTRALIAN NATIONAL TRAINING AUTHORITY

STATEMENT OF CASH FLOWS

for the year ended 30 June 2000

	Notes	1999-00 $	1998-99 $
OPERATING ACTIVITIES			
Cash received			
Appropriations		**10,757,000**	10,504,000
Interest		**99,166**	29,312
Other		**14,624,003**	3,421,988
Total cash received		**25,480,169**	13,955,300
Cash used			
Employees		**(7,694,405)**	(7,496,937)
Suppliers		**(3,208,925)**	(2,931,257)
DETYA project payments		**(6,775,950)**	-
Cash and advances		**2,120**	(1,160)
Total cash used		**(17,677,160)**	(10,429,354)
Net cash from operating activities	12A	**7,803,009**	3,525,946
INVESTING ACTIVITIES			
Cash received			
Proceeds from sale of property, plant and equipment		**56,269**	73,635
Total cash received		**56,269**	73,635
Cash used			
Purchase of property, plant and equipment		**(218,993)**	(323,681)
Total cash used		**(218,993)**	(323,681)
Net cash from investing activities		**(162,724)**	(250,046)
Net increase in cash held		**7,640,285**	3,275,900
Cash at the beginning of the reporting period		**4,031,273**	755,373
Cash at the end of the reporting period	7A	**11,671,558**	4,031,273

The above statement should be read in conjunction with the accompanying notes

AUSTRALIAN NATIONAL TRAINING AUTHORITY

STATEMENT OF ADMINISTERED CASH FLOWS
for the year ended 30 June 2000

	Notes	1999-00 $	1998-99 $
OPERATING ACTIVITIES			
Cash received			
Appropriations		993,728,554	927,195,200
Interest		535,142	4,080
Other		(103,441)	398,564
Total cash received		994,160,255	927,597,844
Cash used			
Grants		(927,448,958)	(855,323,449)
Suppliers		(2,780,989)	(2,051,628)
Interest		(542,198)	-
Other		(62,585,402)	(74,322,201)
Total cash used		(993,357,547)	(931,697,278)
Net cash from operating activities	12B	802,708	(4,099,434)
INVESTING ACTIVITIES			
Cash received			
Proceeds from sale of property, plant and equipment		-	-
Total cash received		-	-
Cash used			
Purchase of property, plant and equipment		-	-
Total cash used		-	-
Net cash from investing activities		-	-
Net increase/(decrease) in cash held		802,708	(4,099,434)
Cash at the beginning of the reporting period		-	4,099,434
Cash at the end of the reporting period	7D	802,708	-

The above statement should be read in conjunction with the accompanying notes.

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AUSTRALIAN NATIONAL TRAINING AUTHORITY

SCHEDULE OF COMMITMENTS
as at 30 June 2000

	Notes	1999-00 $	1998-99 $
BY TYPE			
OTHER COMMITMENTS			
Operating leases [1]		**4,466,981**	5,005,841
Project commitments [2]		**4,693,332**	-
Total other commitments		**9,160,313**	5,005,841
COMMITMENTS RECEIVABLE		**411,646**	620,157
Total commitments receivable		**411,646**	620,157
Net commitments		**8,748,667**	4,385,684
BY MATURITY			
All net commitments			
One year or less		**5,411,863**	782,560
From one to two years		**962,475**	740,556
From two to five years		**2,374,329**	2,409,352
Over five years		**-**	453,216
Net commitments		**8,748,667**	4,385,684
Operating lease commitments			
One year or less		**816,031**	782,560
From one to five years		**3,239,304**	3,149,908
Over five years		**-**	453,216
Net operating lease commitments		**4,055,335**	4,385,684

NB: All 1999-00 commitments are GST inclusive where relevant. The comparatives have not been adjusted to reflect the GST.

[1] Operating Leases are exclusively in relation to office accommodation and motor vehicles.

[2] Program commitments are mainly contractual obligations to make future payments that exist at the end of the financial period. These commitments will be met DETYA project funds.

The above schedule should be read in conjunction with the accompanying notes.

AUSTRALIAN NATIONAL TRAINING AUTHORITY

SCHEDULE OF ADMINISTERED COMMITMENTS
as at 30 June 2000

	Notes	1999-00 $	1998-99 $
BY TYPE			
OTHER COMMITMENTS			
Program commitments [1]		**1,046,535,225**	1,441,754,414
Total other commitments		**1,046,535,225**	1,441,754,414
COMMITMENTS RECEIVABLE		-	-
Total commitments receivable		-	-
Net commitments		**1,046,535,225**	1,441,754,414
BY MATURITY			
All net commitments			
One year or less		**574,128,875**	981,727,089
From one to two years		**472,406,350**	460,027,325
From two to five years		-	-
Over five years		-	-
Net commitments		**1,046,535,225**	1,441,754,414

NB: All 1999-00 commitments are GST inclusive where relevant. The comparatives have not been adjusted to reflect the GST.

[1] Program commitments are mainly contractual obligations to make future payments that exist at the end of the financial period. These commitments will be met from National Program and VET Act funds. For the first time in 1999-2000 a grants payable figure of $423,264,499 was recognised as a liability in the Authority's Administered balance sheet which removes it from the commitments of the Authority.

SCHEDULE OF ADMINISTERED CONTINGENCIES
as at 30 June 2000

There were no administered contingencies as at 30 June 1999 or 30 June 2000.

The above schedule should be read in conjunction with the accompanying notes.

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SCHEDULE OF CONTINGENCIES

as at 30 June 2000

	Notes	1999-00 $	1998-99 $
CONTINGENT LIABILITIES			
Payroll tax [1]		-	1,966,233
Total contingent liabilities		-	1,966,233
Net contingencies		-	1,966,233

[1] The Authority's liability for payroll tax was resolved in 1999-2000. Under section 23A of The Australian National Training Authority Act, the Authority is specifically exempted from paying tax under any law of a State. Based on this amendment, the Authority does not have a contingent liability for payroll tax.

The above schedule should be read in conjunction with the accompanying notes.

AUSTRALIAN NATIONAL TRAINING AUTHORITY

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2000

Note	Description
1	Summary of Significant Accounting Policies
2	Reporting by Segments and Outcomes
3	Economic Dependency
4	Operating Revenues
5	Operating Expenses - Goods and Services
6	Administered Expenses - Goods and Services
7	Financial Assets
8	Non-Financial Assets
9	Provisions and Payables
10	Reserves
11	Equity
12	Cash Flow Reconciliation
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14	Related Party Disclosures
15	Remuneration of Auditors
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18	Financial Instruments - Administered

AUSTRALIAN NATIONAL TRAINING AUTHORITY

Notes to and forming part of the financial statements

1. Summary of Significant Accounting Policies

1.1 Basis of accounting
The financial statements are required by clause 1(b) of Schedule 1 to the *Commowealth Authorities and Companies Act 1997 and are a general purpose financial report*.

The statements have been prepared in accordance with :

- *Requirements for the Preparation of Financial Statements of Commonwealth Agencies* and Authorities made by the Minister for Finance and Administration in August 1999 (Schedule 2 to the Commonwealth Authorities and Companies (CAC) Orders);
- Australian Accounting Standards,
- other authoritative pronouncements of the Australian Accounting Standards Boards; and
- the Consensus Views of the Urgent Issues Group.

The financial statements have been prepared on an accrual basis and are in accordance with historical cost convention, except for certain assets which, as noted, are at valuation and employee entitlements (refer to the Long Service Leave accounting policy on note 1.7). No allowance has been made for the effect of changing prices on the results or on the financial position of the Authority.

1.2 Changes in Accounting Policy
Changes in accounting policy have been identified in this note under their appropriate headings.

1.3 Reporting by Outcomes
A comparison of Budget and Actual figures by outcome specified in the Appropriation Acts relevant to the Authority is presented in Note 2. Any intra-government costs included in the figure 'net cost to Budget outcomes' are eliminated in calculating the actual budget ouctome for the the Government overall.

1.4 Appropriations
From 1 July 1999, the Commonwealth Budget has been prepared under an accruals framework. Under this framework, Parliament appropriates moneys to the Authority as revenue appropriations.

Revenue Appropriations

Revenues from government are revenues of the operating and core business activities of the Authority.

Appropriations for outputs are recognised as revenue to the extent they have been received into the Authority's Bank account or are entitled to be received by the Authority at year end.

The balance of 2000 allocated VET Funding Act funds not received at 30 June 2000 has been recognised as a receivable for the first time in the 1999-2000 financial statements. In previous financial years the Authority did not recognise this receivable as control of these funds did not lie with the Authority as funds would not be deposited in to the Authority's account until a corresponding expenditure of these funds had been incurred. Changes in Commonwealth cash management arrangements that came in to effect from 1 July 1999, enabled the Authority to draw down appropriated funds as required, directly in to their own bank accounts. This change meant that control of the appropriated funds now rested with the Authority and as a result, a receivable for appropriated funds not drawn down at 30 June 2000 was recognised.

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AUSTRALIAN NATIONAL TRAINING AUTHORITY

Notes to and forming part of the financial statements

1. Summary of Significant Accounting Policies (cont'd)

1.5 Other Revenue
Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

Revenue from the disposal of non-current assets is recognised when control of the asset has passed to the buyer.

Revenue from the rendering of a service is recognised by reference to the stage of completion of contracts or other agreements to provide services to Commonwealth bodies. The stage of completion is determined according to the proportion that costs incurred to date bear to the estimated total costs of the transaction.

1.6 Grants
The Authority makes payments under the Vocational Education and Training Funding Act 1992.

The Authority recognises grant liabilities as follows.

All grant agreements require the grantee to perform services or provide facilities or to meet eligibility criteria. In these cases, liabilities are recognised only to the extent that the services required have been performed or the eligibility criteria have been satisfied by the grantee. (Where grants moneys are paid in advance of performance or eligibility, a prepayment is recognised).

1.7 Employee Entitlements
Leave

The liability for employee entitlements includes provision for annual leave and long service leave. No provision has been made for sick leave as all sick leave is non-vesting and the average sick leave taken in future years by employees of the Authority is estimated to be less than the annual entitlement for sick leave.

The liability for annual leave reflects the value of total annual leave entitlements of all employees at 30 June 2000 and is recognised at its nominal amount.

The non-current portion of the liability for long service leave is recognised and measured at the present value of the estimated future cash flows to be made in respect of all employees at 30 June 2000. In determining the present value of the liability, attrition rates and pay increases through promotion and certified agreements have been taken into account.

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Notes to and forming part of the financial statements

1. Summary of Significant Accounting Policies (cont'd)

Superannuation

Employees contribute to the Commonwealth Superannuation Scheme, the Public Sector Superannuation Scheme, the Australian Government Superannuation Trust, the Queensland Government Superannuation and the Victorian Government Superannuation. Employer contributions amounting to $831,334 (1998-99 $ 795,223) for the Authority in relation to these schemes have been expensed in these financial statements.

No liability is shown for superannuation in the Balance Sheet as the employer contributions fully extinguish the accruing liability which is assumed by the Commonwealth.

Employer Superannuation Productivity Benefit contributions totalled $ 182,381 (1998-99 $169,855) for the Authority.

1.8 Leases

Operating lease payments are expensed on a basis which is representative of the pattern of benefits derived from the leased assets. The net present value of future net outlays in respect of surplus space under non-cancellable lease agreements is expensed in the period in which the space becomes surplus.

Lease incentives taking the form of 'free' leasehold improvments is recognised as a liability. This liability is reduced by allocating lease payments between rental expense and reduction of the liability.

1.9 Cash

Cash includes notes and coins held and any deposits held at call with a bank or financial institution.

Advance account balances are reported as other assets and are not included in cash figures.

1.10 Financial instruments

Accounting policies for financial instruments are stated at Note 17.

1.11 Acquisition of Assets

Assets are recorded at cost on acquisition. The cost of acquisition includes the fair value of assets transferred in exchange and liabilities undertaken.

1.12 Property, Plant and Equipment

Asset recognition threshold

Purchases of property, plant and equipment are recognised initially at cost in the Balance Sheet, except for purchases costing less than $2,000, which are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total). The $2,000 threshold was selected because it facilitates efficient asset management and recording without materially affecting asset values recognised. The threshold is applied to all asset purchases, except personal computers and printers, which are recognised irrespective of their cost price.

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AUSTRALIAN NATIONAL TRAINING AUTHORITY

Notes to and forming part of the financial statements

1. Summary of Significant Accounting Policies (cont'd)

Revaluations

Schedule 2 requires that buildings, infrastructure, plant and equipment be revalued progressively in accordance with the 'deprival' method of valuation in successive 3-year cycles.

The requirements of Schedule 2 are being implemented as follows:
- plant and equipment (P&E) assets on hand at 1 July 1999 have been revalued in 1999-2000.

Assets in each class acquired after 1 July 1999 are not captured by the revaluation in 1999-2000.

Plant and equipment is recognised at its depreciated replacement cost.

Any assets which would not be replaced or are surplus to requirements are valued at net realisable value.

All valuations were conducted by appropriately qualified and experienced officers of the Authority.

Recoverable amount test

The carrying amount of each item of non-current property, plant and equipment assets is reviewed to determine whether it is in excess of the asset's recoverable amount. If an excess exists as at the reporting date, the asset is written down to its recoverable amount immediately.

The application of the recoverable amount test to the not-for-profit departmental non-current assets of the Authority is a change of accounting policy required by the Finance Minister's Orders in 1999-2000. The new policy is being applied from the beginning of 1999-2000.

Depreciation and Amortisation

Depreciable property, plant and equipment assets are written-off to their estimated residual values over their estimated useful lives to the Authority using, in all cases, the straight line method of depreciation. Leasehold improvements are amortised on a straight-line basis over the lesser of the estimated useful life of the improvements or the unexpired period of the lease.

Depreciation and amortisation rates applying to each class of depreciable asset are based on the following useful lives:

	1999-00	1998-99
Computer Equipment	3 years	3 years
Office Equipment	5 years	5 years
Furniture and Fittings	Lease term	Lease term
Motor Vehicles	4 years	4 years
Computer Software	2.5 years	2.5 years

The aggregate amount of depreciation allocated for each class of asset during the reporting period is disclosed at Note 5D.

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AUSTRALIAN NATIONAL TRAINING AUTHORITY

Notes to and forming part of the financial statements

1. Summary of Significant Accounting Policies (cont'd)

1.13 Taxation

The Authority is exempt from all forms of taxation except fringe benefits tax and the goods and services tax.

1.14 Comparative Figures

Comparative figures have been adjusted to conform to changes in presentation in these financial statements where required.

Comparatives are not presented in Notes dealing with the Reporting on Outcomes, due to 1999-2000 being the first year of the implementation of accrual budgeting.

1.15 Departmental and Administered items

The Authority administers the payment of National program funds and Vocational Education and Training Act funds. Transactions and balances relating to these fees are reported as Administered Items.

Administered items are distinguished in the financial statements by shading.

2. Reporting by Segments and Outcomes

Reporting by segments

The Authority operates primarily in a single industry and geographic segment, being provision of government programs in Australia. The Australian National Training Authority operates in the Vocational Education and Training sector.

The Authority is structured to meet one outcome.

Outcome 1: Vocational Education and Training assists individuals to achieve relevant skills and learning outcomes for work and life.

Reporting by Outcomes for 1999-2000

	Outcome 1		Total	
	Budget	Actual	Budget	Actual
	$000	$000	$000	$000
Total net administered expenses	967,964	993,467	967,964	993,467
Add: Net cost of entity outputs	10,757	11,253	10,757	11,253
Outcome before abnormal/ extraordinary items	-	-	-	-
Abnormal/extraordinary items	-	-	-	-
Net Cost to Budget Outcome	978,721	1,004,720	978,721	1,004,720
Total assets deployed as at 30/6/00	974	1,495	974	1,495
Net assets deployed as at 30/6/00	(996)	(689)	(996)	(689)

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AUSTRALIAN NATIONAL TRAINING AUTHORITY

Notes to and forming part of the financial statements

2. Reporting by Segments and Outcomes (cont'd)

Reporting by Outcomes by funding source for 1999-2000

Outcomes	Outputs $000					Total Appropriations $000	Total Expenses $000
	Expenses against Revenue from Government (Appropriations) (B)			Expense against Revenue from other sources (C)	Total Expenses against Outputs	(D)=(B)	
	Special Appro-priation	Annual Appro-priation Acts	Total				
Outcome 1							
Actual	-	11,253	11,253	-	11,379	11,253	11,379
Budget	-	10,757	10,757	-	10,890	10,757	10,890
Total							
Actual	-	11,253	11,253	-	11,379	11,253	11,379
Budget	-	10,757	10,757	-	10,890	10,757	10,890

3. Economic Dependency

The Australian National Training Authority was established by section 5 of the Australian National Training Authority Act 1992.

The Authority is dependent on appropriations from the Parliament of the Commonwealth for its continued existence and ability to carry out its normal activities.

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AUSTRALIAN NATIONAL TRAINING AUTHORITY

Notes to and forming part of the financial statements

	1999-00 $	1998-99 $
4. Operating Revenues		
4A. Revenues from Government		
Appropriations	**10,757,000**	10,504,000
Total	**10,757,000**	10,504,000
4B. Revenues from Government - Administered		
National Program Funds	**43,070,000**	42,959,000
VET Funding Act [1]	**1,430,263,000**	884,634,860
Total	**1,473,333,000**	927,593,860
[1] The 1999-00 VET Funding Act revenues from Government include an amount of $487,606,646 which was receivable from DETYA at 30 June 2000. Refer to footnote 2 at Note 7E for further details.		
4C. Interest		
Operating	**115,668**	29,690
Total	**115,668**	29,690
4D. Interest - Administered		
National Programs Funds	**27,506**	3,221
VET Funding Act Funds	**544,744**	2,095
Total	**572,250**	5,316
Interest earnings on National Program funds and VET Funding Act funds were returned to the Commonwealth in June 2000.		
4E. Net gains from sale of assets		
Plant and Equipment	**10,243**	27,893
Total	**10,243**	27,893
4F. Other revenues		
Operating Activities	**299,789**	228,456
Project Funds (DETYA)	**14,330,000**	3,200,130
Total	**14,629,789**	3,428,586
4G. Other revenues - Administered		
Recoup of Unacquitted Funds	**63,685**	-
Frontline Management Initiative Royalties	**-**	20,215
Other	**55,874**	619,382
Total	**119,559**	639,597

Notes to and forming part of the financial statements

	1999-00 $	1998-99 $
5. Operating Expenses - goods and services		
5A Employee expenses		
Remuneration	7,458,186	7,244,758
Staff development	186,222	176,235
Staff recruitment	20,821	32,953
Provision for employee entitlements	79,468	(44,271)
Fringe benefits tax	81,814	75,662
Total	7,826,511	7,485,337

The Authority contributes to the Commonwealth Superannuation (CSS) and the Public Sector Superannuation (PSS) schemes which provide retirement, death and disability benefits to employees. Contributions to the schemes are at rates calculated to cover existing and emerging obligations. Current contribution rates are 20% of salary (CSS) and 12.4% of salary (PSS). Up to an additional 3% is contributed for employer productivity benefits.

5B Suppliers expenses		
Advertising and Publications	100,337	96,894
Internal and External Audit	78,841	51,075
Board and Committee Meetings	191,276	160,495
Communications	301,817	275,566
Contractors and Consultants	211,310	218,587
Electricity	52,667	44,107
Freight and Storage	34,877	39,618
Information Technology	118,548	142,826
Insurance	21,213	9,708
Legal Services	40,794	21,410
Library	56,197	55,430
Motor Vehicle Expenses	25,276	31,585
Minor Acquisitions	10,619	19,892
Office Requisites	150,186	127,708
Operating Lease Rentals	871,722	883,339
Operational Travel	564,499	525,155
Repairs and Maintenance	69,090	30,485
Miscellaneous	173,037	164,810
Total	3,072,306	2,898,690
5C Project payments		
DETYA project payments	6,775,950	-
Total	6,775,950	-

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Notes to and forming part of the financial statements

	1999-00 $	1998-99 $
5. Operating Expenses - goods and services (cont'd)		
5D Depreciation and amortisation		
Depreciation of property, plant and equipment	**451,869**	399,315
Total	**451,869**	399,315
The aggregate amounts of depreciation or amortisation allocated during the reporting period either as expense or part of the carrying amount of other assets, for each class of depreciable asset are as follows:		
Computer Equipment	**126,773**	154,237
Office Equipment	**51,361**	69,284
Furniture and Fittings	**223,929**	136,507
Motor Vehicles	**41,525**	34,405
Computer Software	**8,281**	4,882
Total	**451,869**	399,315
5E Write-down of assets		
Computers - revaluation decrement	**25,369**	-
Office Equipment - revaluation decrement	**3,172**	-
Total	**28,541**	-
6. Administered Expenses		
6A Grants		
State and Territory Governments [1]	**1,350,713,457**	855,338,449
Total	**1,350,713,457**	855,338,449
[1] Grants expense to State and Territory Governments includes an amount of $426,264,499 which was payable at 30 June 2000. Refer to Footnote 1 at Note 9 for further details.		
6B Suppliers		
Travel	**416,878**	274,158
Conference Costs	**79,650**	35,103
Consultants	**1,453,438**	2,236,567
Printing	**304,526**	209,860
State liaison administrative expenses	**515,926**	-
Other	**128,982**	86,875
Total	**2,899,400**	2,842,563

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Notes to and forming part of the financial statements

	1999-00 $	1998-99 $
6. Administered Expenses (cont'd)		
6C. Interest repaid to consolidated revenue		
National Programs	**27,506**	3,221
VET Funding Act	**505,802**	2,095
Total	**533,308**	5,316
6D. Doubtful debt expense		
Vet Funding Act	**-**	240,133
Total	**-**	240,133
6E. Other		
Sponsorship	**18,895**	-
National Projects Payments	**22,311,570**	30,199,245
National Programs Payments	**40,254,937**	44,122,956
Total	**62,585,402**	74,322,201
7. Financial Assets		
7A. Cash		
Petty Cash	**800**	800
Operating Funds	**100,635**	322,197
Employee Entitlement Reserves	**57,795**	-
DETYA project funds	**11,512,328**	3,708,276
Total	**11,671,558**	4,031,273
Balance of cash as at 30 June shown in the Statement of Cash Flows	**11,671,558**	4,031,273
7B. Receivables		
Goods and Services		
Operating Funds	**65,923**	71,034
GST Receivable- Operating Funds	**10,897**	-
Interest Receivable		
Operating Funds	**20,102**	3,600
Total	**96,922**	74,634
Receivables (gross) which are overdue are aged as follows:		
Not overdue	**96,922**	64,481
Overdue by:		
less than 30 days	**-**	9,883
30 to 60 days	**-**	-
more than 60 days	**-**	-
Total receivables (gross)	**96,922**	74,364
7C. Other		
Cash and Advances	**800**	2,920
Total	**800**	2,920

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Notes to and forming part of the financial statements

	1999-00 $	1998-99 $
7. Financial Assets - Administered		
7D. Cash		
National Program Funds	**16,238**	-
VET Funding Act	**786,470**	-
Total	**802,708**	-
Balance of cash as at 30 June shown in the Statement of Cash Flows	**802,708**	-
7E. Receivables		
VET Funding Act Funds	**211,980**	240,903
Less: VET Provision for Doubtful Debts [1]	**(207,000)**	(240,133)
GST Receivable- VET Funding Act Funds	**1,934**	-
National Program Funds	**200,000**	130
GST Receivable- National Program Funds	**16,987**	-
Interest Receivable		
National Program Funds	-	1,661
VET Funding Act Funds	**38,942**	174
Appropriation Receivable		
VET Funding Act Funds [2]	**487,606,646**	8,002,200
Total	**487,869,489**	8,004,935
Receivables (gross) which are overdue are aged as follows:		
Not overdue	**487,869,265**	8,004,035
Overdue by:		
less than 30 days	-	-
30 to 60 days	-	130
more than 60 days	**207,224**	240,903
Total receivables (gross)	**488,076,489**	8,245,068

[1] The doubtful debt raised represents monies collected on behalf of the Authority by a third party. At 30 June 2000, these monies had not been remitted to the Authority and negotiations are continuing in an effort to retrieve the funds in question.

[2] The VET Funding Act funds are allocated on a calendar year basis. Once this appropriation has been determined the Commonwealth is legislatively bound to make the allocated funds available to the Authority. The Authority draws down these funds as required. As a result of this cash management practice a receivable of $487,606,646 is recorded in the financial statements of the Authority representing the balance of funds allocated under the VET Funding Act that were still to be drawn down at 30 June 2000.

AUSTRALIAN NATIONAL TRAINING AUTHORITY

Notes to and forming part of the financial statements

	1999-00	1998-99
8. Non-Financial Assets	$	$
8A. Property, Plant and Equipment		
Total Gross Property, Plant and Equipment	3,906,400	3,541,792
Accumulated Depreciation	(2,844,624)	(2,683,067)
Total Property, Plant and Equipment	1,061,776	858,725
Represented by:		
Computer Equipment - at cost	98,682	1,188,232
Accumulated Depreciation	(18,193)	(928,697)
Total Computer Equipment - at cost	80,489	259,535
Computer Equipment - at July 1999 valuation	431,659	-
Accumulated Depreciation	(309,606)	-
Total Computer Equipment - at valuation	122,053	-
Office Equipment - at cost	33,317	393,692
Accumulated Depreciation	(4,464)	(296,342)
Total Office Equipment - at cost	28,853	97,350
Office Equipment - at July 1999 valuation	342,185	-
Accumulated Depreciation	(298,122)	-
Total Office Equipment - at valuation	44,063	-
Furniture & Fittings - at cost	-	1,786,060
Accumulated Depreciation	-	(1,415,724)
Total Furniture & Fittings - at cost	-	370,336
Furniture & Fittings - at July 1999 valuation	2,813,240	-
Accumulated Depreciation	(2,144,167)	-
Total Furniture & Fittings - at valuation	669,073	-
Motor Vehicles - at cost	62,503	152,198
Accumulated Depreciation	(9,734)	(37,422)
Total Motor Vehicles - at cost	52,769	114,776
Motor Vehicles - at July 1999 valuation	102,727	-
Accumulated Depreciation	(47,476)	-
Total Motor Vehicles - at valuation	55,251	-
Computer Software - at cost	-	21,610
Accumulated Depreciation	-	(4,882)
Total Computer Software - at cost	-	16,728
Computer Software - at July 1999 valuation	22,087	-
Accumulated Depreciation	(12,862)	-
Total Computer Software - at valuation	9,225	-
Total Property, Plant and Equipment	1,061,776	858,725

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Notes to and forming part of the financial statements

8. Non-Financial Assets (cont'd)

The revaluations were in accordance with the revaluation policy stated at Note 2 and were completed by officers of the Authority utilising information from suppliers. Revaluation increments of $498,175 for furniture and fittings, $2,277 for motor vehicles and $779 for computer software were made to the asset revaluation reserve; decrements of $25,369 for computers and $3,172 for office equipment were expensed.

8B. Analysis of Property, Plant and Equipment

TABLE A

Movement summary 1999-00 for all assets irrespective of valuation basis

Item	Computer Equipment	Office Equipment	Furniture and Fittings	Motor Vehicles	Computer Software	Total
Gross value as at 1 July 1999	1,188,232	393,692	1,786,060	152,198	21,610	3,541,792
Additions	98,682	33,317	24,491	62,503	-	218,993
Revaluations: write-ups/(write-downs)	(728,086)	(30,332)	1,002,689	9,344	477	254,092
Disposals	(28,487)	(21,175)	-	(58,815)	-	(108,477)
Gross value as at 30 June 2000	530,341	375,502	2,813,240	165,230	22,087	3,906,400
Accumulated depreciation as at 1 July 1999	928,697	296,342	1,415,724	37,422	4,882	2,683,067
Depreciation charge for assets held 1 July 1999	102,868	46,680	223,929	25,682	8,282	407,441
Depreciation charge for additions	18,193	4,464	-	9,734	-	32,391
Revaluations	(702,717)	(27,160)	504,514	7,067	(302)	(218,598)
Disposals	(19,242)	(17,740)	-	(22,695)	-	(59,677)
Accumulated depreciation as at 30 June 2000	327,799	302,586	2,144,167	57,210	12,862	2,844,624
Net book value as at 30 June 2000	202,542	72,916	669,073	108,020	9,225	1,061,776
Net book value as at 1 July 1999	259,535	97,350	370,336	114,776	16,728	858,725

AUSTRALIAN NATIONAL TRAINING AUTHORITY

Notes to and forming part of the financial statements

8. Non-Financial Assets (cont'd)

8B. Analysis of Property, Plant and Equipment (cont'd)

TABLE B

Summary of balances of assets at valuation as at 30 June 2000.

Item	Computer Equipment	Office Equipment	Furniture & Fittings	Motor Vehicles	Computer Software	TOTAL
As at 30 June 2000						
Gross value	431,659	342,185	2,813,240	102,727	22,087	3,711,898
Accumulated Depreciation/ amortisation	309,606	298,122	2,144,167	47,476	12,862	2,812,233
Net Book Value	122,053	44,063	669,073	55,251	9,225	899,665
As at 30 June 1999						
Gross Value	-	-	-	-	-	-
Accumulated Depreciation/ amortisation	-	-	-	-	-	-
Net Book Value	-	-	-	-	-	-

AUSTRALIAN NATIONAL TRAINING AUTHORITY

Notes to and forming part of the financial statements

	1999-00 $	1998-99 $
8. Non-Financial Assets (cont'd)		
8C Other Non-Financial Assets		
Prepayments		
Operating Funds	176,687	84,461
Total	176,687	84,461
9. Provisions and Payables		
9A Employees		
Salaries and Wages	171,344	124,420
Annual Leave	704,256	686,250
Long Service Leave	844,410	782,948
Fringe Benefits Tax	54,336	48,622
Total	1,774,346	1,642,240
9B Suppliers		
Trade Creditors	410,217	412,436
Total	410,217	412,436
9C Other		
Interest Payable	-	32,911
Total	-	32,911
9. Provisions and Payables - Administered		
9D Suppliers		
National Program Funds	310,343	33,226
National Projects	570,177	728,883
Total	880,520	762,109
9E Grants Payable		
Grants payable to State and Territory Governments [1]	423,264,499	-
Total	423,264,499	-
9F Other		
Interest Payable	-	8,890
Total	-	8,890

[1] The funds for VET Recurrent and Capital expenditure are allocated on a calendar year basis. The VET Funding Act 1992 and The Australian National Training Authority Act 1992 requires the Authority to make the payment of these VET funds to the States and Territories. These funds are distributed to the States and Territories predominately on a quarterly basis. A payable has been recognised by the Authority for those VET Recurrent and Capital funds that are committed for payment to the States and Territories, but had not been distributed at 30 June 2000.

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AUSTRALIAN NATIONAL TRAINING AUTHORITY

Notes to and forming part of the financial statements

	1999-00 $	1998-99 $
10. Reserves		
Asset Revaluation Reserve - Furniture and Fittings	498,175	-
Asset Revaluation Reserve - Vehicles	2,277	-
Asset Revaluation Reserve - Computer Software	779	-
Total	501,231	-
11A. Equity		
The following information relates to the accumulated results of the Authority.		
Balance at beginning of reporting period	2,964,426	(212,711)
Surplus/(deficit) of revenues from government, over net cost of services [1]	7,357,523	3,177,137
Accumulated surpluses at end of reporting period	10,321,949	2,964,426
Reserves	501,231	-
Balance at end of reporting period	10,823,180	2,964,426

[1] This surplus is created by a balance of DETYA project funds unspent as at 30 June 2000. The majority of these funds were received by the Authority in June 2000. The expenditure of these funds is planned for the 2000-2001financial year.

11B. Equity - Administered		
The following information relates to the accumulated results of the Authority.		
Balance at beginning of reporting period	7,233,936	11,743,825
Surplus/(deficit) of revenues from government, over net cost of services [1]	57,293,242	(4,509,889)
Balance at end of reporting period	64,527,178	7,233,936

[1] The surplus is caused mainly by the first time recognition of a receivable of $487,606,646, being the balance of VET Funding Act funds appropriated but not received as at 30 June 2000. A payable of $423,264,499 has also been recognised for grant payments owing but not paid at 30 June 2000. A certain amount of VET Funding Act funds are distributed by contracts which contain milestones that must be met in order to ensure payment. Any fund payment that is subject to a milestone that has not been met at 30 June 2000, is not recognised as payable at 30 June 2000. The surplus arises as the grants payable do not fully offset the appropriation receivable. The surplus does not indicate funds held and not spent by the Authority, as the administered cash balance at 30 June 2000 was only $802,708.

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Notes to and forming part of the financial statements

	1999-00 $	1998-99 $
12A. Cash Flow Reconciliation		
Reconciliation of operating surplus to net cash provided by operating activities:		
Operating Surplus	7,357,523	3,177,137
Depreciation and amortisation of property, plant and equipment	451,869	399,315
Write-down of assets	28,541	-
Profit on disposal of property, plant and equipment	(10,243)	(27,893)
Changes in assets and liabilities		
(Increase)/decrease in receivables	10,844	(6,975)
(Increase)/decrease in other assets	(90,106)	(757)
Increase/(decrease) in other payables	(32,911)	29,690
Increase/(decrease) in employee liabilities	132,106	(11,600)
Increase/(decrease) in liability to suppliers	(44,614)	(32,971)
Net cash provided by operating activities	7,803,009	3,525,946

12B. Cash Flow Reconciliation - Administered		
Reconciliation of operating surplus to net cash provided by operating activities:		
Operating Surplus/(Deficit)	57,293,242	(4,509,889)
Provision for doubtful debts	(33,133)	240,132
Changes in assets and liabilities		
(Increase)/decrease in receivables	(479,831,421)	(640,929)
(Increase)/decrease in other assets	-	43,828
Increase/(decrease) in other payables	(8,890)	5,315
Increase/(decrease) in liability to suppliers	118,411	762,109
Increase/(decrease) in grants payable	423,264,499	-
Net cash provided by operating activities	802,708	(4,099,434)

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Notes to and forming part of the financial statements

	1999-00 $	1998-99 $
13. Remuneration of Directors		
Total remuneration received, or due and receivable, by Directors of the Authority	40,415	25,764
The number of Directors of the Authority included in these figures are shown below in the relevant remuneration band		
	Number	
$ Nil - $ 10,000	7	7

The aggregate of superannuation payments in connection with the retirement of Directors was $Nil (1998-99 $Nil)

14. Related Party Disclosures

Directors of the Authority

The Directors of the Authority during the year were:
S. Hornery (Chairman)
W. Mansfield
G. Ashton
S. Axarlis
M. Paterson
P. Griffin
V. O'Rourke

The aggregate remuneration of Directors is disclosed in Note 13.

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Notes to and forming part of the financial statements

	1999-00 $	1998-99 $
15. Remuneration of Auditors		
Remuneration to the Auditor General for auditing the financial statements for the reporting period.	**27,500**	27,500

No other services were provided by the Auditor General during the reporting period.

16. Remuneration of Officers

Income received, or due and receivable by officers	**1,608,546**	1,338,508

The number of officers included in these figures are shown below in the relevant income bands.

		Number	
$ 10,000	- $ 20,000	-	1
$ 20,001	- $ 30,000	-	1
$ 80,001	- $ 90,000	1	2
$ 90,001	- $ 100,000	2	-
$ 100,001	- $ 110,000	1	3
$ 110,001	- $ 120,000	1	2
$ 120,001	- $ 130,000	3	-
$ 130,001	- $ 140,000	1	1
$ 140,001	- $ 150,000	-	2
$ 150,001	- $ 160,000	1	-
$ 170,001	- $ 180,000	1	1
$ 260,001	- $ 270,000	1	-
		12	13

Performance pay is not included in the calculation of officer remuneration.
The Authority ceased to pay performance pay from 1 July 1999. (Performance pay received by executive officers in 1998-99 was $87,052)

AUSTRALIAN NATIONAL TRAINING AUTHORITY

Notes to and forming part of the financial statements

17. Financial Instruments

17A Terms, conditions and accounting policies

Financial Instrument	Notes	**Accounting Policies and Methods (including recognition criteria and measurement basis)**	**Nature of underlying instrument (including significant terms & conditions affecting the amount, timing and certainty of cash flows)**
Financial Assets		Financial assets are recognised when control over future economic benefits is established and the amount of the benefit can be reliably measured.	
Receivables for goods and services	7B	These receivables are recognised at the nominal amounts due less any provision for bad and doubtful debts. Provisions are made when collection of the debt is judged to be less rather than more likely.	Credit terms are net 7 days (1998-99- 7 days)
Financial Liabilities		Financial liabilities are recognised when a present obligation to another party is entered into and the amount of the liability can be reliably measured.	
Lease Incentives	9B	The lease incentive is recognised as a liability on receipt of the incentive. The amount of the liability is reduced on a straight-line over the life of the lease by allocating lease payments between rental expense and reduction of the liability.	The Authority received a cash incentive of $424,000 on entering a property lease in July 1995. Lease payments are made monthly.
Trade Creditors National Projects	9B	Creditors and accruals are recognised at their nominal amounts, being the amounts at which the liabilities will be settled. Liabilities are recognised to the extent that the goods or services have been received (and irrespective of having been invoiced)	Settlement is usually made net 21 days.

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Notes to and forming part of the financial statements

17. Financial Instruments (cont'd)

17B Interest Rate Risk

Financial Instrument	Notes	Floating Interest Rate		Fixed Interest Rate		Non - Interest Bearing		Total		Weighted Average Effective Interest Rate	
		99-00	98-99	99-00	98-99	99-00	98-99	99-00	98-99	99-00 %	98-99 %
Financial Assets (Recognised)											
Cash at Bank	7A	11,670,758	4,030,473					11,670,758	4,030,473	5.65	4.65
Cash on Hand	7A					800	800	800	800	n/a	n/a
Receivables for Goods and Services	7B					96,922	74,634	96,922	74,634	n/a	n/a
Other debtors	7C					800	2,920	800	2,920	n/a	n/a
Total Financial Assets (Recognised)		11,670,758	4,030,473			98,522	78,354	11,769,280	4,108,827		
Total Assets								13,007,743	5,052,013		
Financial Liabilities (Recognised)											
Lease Incentives	9B					212,004	254,400	212,004	254,400	n/a	n/a
Trade creditors	9B					198,213	158,036	198,213	158,036	n/a	n/a
Total Financial Liabilities (Recognised)						410,217	412,436	410,217	412,436		
Total Liabilities								2,184,563	2,087,587		

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AUSTRALIAN NATIONAL TRAINING AUTHORITY

Notes to and forming part of the financial statements

17. Financial Instruments (cont'd)

17C. Net Fair Value of Financial Assets and Liabilities

	Note	1999-00 Total carrying amount $'000	1999-00 Aggregate net fair value $'000	1998-99 Total carrying amount $'000	1998-99 Aggregate net fair value $'000
Financial Assets					
Cash at Bank	7A	**11,670,758**	**11,670,758**	4,030,473	4,030,473
Cash on Hand	7A	**800**	**800**	800	800
Receivables for Goods and Services	7B	**96,922**	**96,922**	74,634	74,634
Other Debtors	7C	**800**	**800**	2,920	2,920
Total Financial Assets		**11,769,280**	**11,769,280**	4,108,827	4,108,827
Financial Liabilities (Recognised)					
Lease incentives	9B	**212,004**	**212,004**	254,400	254,400
Trade Creditors	9B	**198,213**	**198,213**	158,036	158,036
Total Financial Liabilities (Recognised)		**410,217**	**410,217**	412,436	412,436

Notes to and forming part of the financial statements

18. Financial Instruments - Administered

18A Terms, conditions and accounting policies

Financial Instrument	Notes	Accounting Policies and Methods (including recognition criteria and measurement basis)	Nature of underlying instrument (including significant terms & conditions affecting the amount, timing and certainty of cash flows)
Financial Assets		Financial assets are recognised when control over future economic benefits is established and the amount of the benefit can be reliably measured.	
Receivables for goods and services	7E	These receivables are recognised at the nominal amounts due less any provision for bad and doubtful debts. Provisions are made when collection of the debt is judged to be less rather than more likely.	Credit terms are net 7 days (1998-99- 7 days)
Financial Liabilities		Financial liabilities are recognised when a present obligation to another party is entered into and the amount of the liability can be reliably measured.	
Suppliers	9D	Creditors and accruals are recognised at their nominal amounts, being the amounts at which the liabilities will be settled. Liabilities are recognised to the extent that the goods or services have been received (and irrespective of having been invoiced).	Settlement is usually made net 21 days.

18. Financial Instruments- Administered (cont'd)

18B. Interest Rate Risk

Financial Instrument	Notes	Floating Interest Rate		Fixed Interest Rate		Non - Interest Bearing		Total		Weighted Average Effective Interest Rate	
		99-00	98-99	99-00	98-99	99-00	98-99	99-00	98-99	99-00 %	98-99 %
Financial Assets (Recognised)											
Cash at Bank	7D	802,708	-					802,708	-	5.65	4.65
Receivables for Goods and Services	7E	-	-			223,901	900	223,901	900	n/a	n/a
Total Financial Assets (Recognised)		802,708	-			223,901	900	1,026,609	900		
Total Assets								488,672,197	8,004,935		
Financial Liabilities (Recognised)											
Suppliers	9D					880,520	762,109	880,520	762,109	n/a	n/a
Total Financial Liabilities (Recognised)						880,520	762,109	880,520	762,109		
Total Liabilities								424,145,019	770,999		

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18. Financial Instruments - Administered (cont'd)

18C. Net Fair Value of Financial Assets and Liabilities

	Note	1999-00 Total carrying amount $'000	1999-00 Aggregate net fair value $'000	1998-99 Total carrying amount $'000	1998-99 Aggregate net fair value $'000
Financial Assets					
Cash at Bank	7D	**802,708**	**802,708**	-	-
Receivables for Goods and Services	7E	**223,901**	**223,901**	900	900
Total Financial Assets		**1,026,609**	**1,026,609**	900	900
Financial Liabilities (Recognised)					
Trade Creditors	9D	**880,520**	**880,520**	762,109	762,109
Total Financial Liabilities (Recognised)		**880,520**	**880,520**	762,109	762,109

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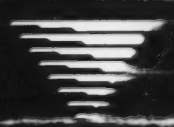

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